

**2713 Lofts Development Corporation
Board of Directors Meeting
January 16, 2024**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll Call
2. Approve Minutes of January 17, 2023 meeting
3. Election of Chairman and Vice Chairman
4. Affirm Appointment of President , Secretary and Treasurer
5. New Business
 - a. Consider Resolution approving Tenants' Accounts Receivable Charge-off, twelve months, ending September 30, 2023
6. Any other business to come before the Board
7. Adjourn

**Minutes of a Meeting of the
2713 Lofts Development Corporation
January 17, 2023**

Having duly given public notice, the Board of Directors of the 2713 Lofts Development Corporation met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 8:53 a.m. on Tuesday, January 17, 2023.

Roll Call

The meeting was called to order by Chairman Penrose and those present were as follows:

Directors Present: Kenneth Penrose
 Lisa Wallace-Davis
 William Black – via Zoom
 George Knight
 Lou Call
 Barbara Holley

Also present: Raymond H. Suttle, Jr. – from NNRHA Board Room
 Kaufman & Canoles, P.C.

 Karen R. Wilds
 Executive Director

 Lysandra Shaw
 Deputy Executive Director

 Carl V. Williamson
 Director of Housing

 Valarie Ellis, Director
 Administrative Services

 Lisa Dessoify, Director
 Finance

 David Staley, Director
 Community Development

 Teresa Bennett
 Executive Assistant

 Justin Orié – from NNRHA Board Room
 NNRHA IT Department

 Tricia Wilson – via Zoom
 City of Newport News, Department of Development

 Jamesa Parker
 Legal Aid

**Approve Minutes of
January 18, 2022
Meeting**

Director Knight made a motion to approve the minutes of the January 18, 2022 meeting. The motion was seconded by Director Davis and passed with a unanimous vote.

**Election of Chairman
and Vice Chairman**

Director Knight made a motion to elect Mr. Penrose to the position of Chairman and Dr. Wallace-Davis to the position of Vice Chairman. The motion was seconded by Director Call and passed with a unanimous vote.

**Affirm Appointment of
President, Secretary and
Treasurer**

Director Davis made a motion to affirm the appointment of Karen Wilds as President, Secretary and Treasurer. The motion was seconded by Director Knight and passed with a unanimous vote.

**A Resolution of the
Board of Directors
authorizing the Charge
Off of Tenants'
Accounts Receivable**

Ms. Wilds reported as of September 30, 2022, there is one account recommended for charge-off action with a total dollar value of \$16,157.74. This represents 15.6% of Lofts Apartments net rental revenue.

Director Davis made a motion to approve the resolution. Director Knight seconded the motion which passed with a unanimous vote. The resolution is attached to and made a part of these minutes.

**Update on 2713 Lofts
Development
Corporation**

Ms. Wilds reported that on December 31, 2021 the property had a balance of \$33,439.46 in replacement reserves and an occupancy rate of 93%.

**Minutes of a Meeting of the
2713 Lofts Development Corporation
January 17, 2023**

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 8:58 a.m.

President

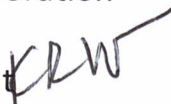
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2713 DEVELOPMENT CORPORATION

MEMORANDUM

DATE: January 8, 2024

TO: Board of Directors,
2713 Development Corporation

FROM: Karen R. Wilds, President 

SUBJECT: Tenants' Accounts Receivable Charge-off, Twelve Months,
Ending September 30, 2023

The attached listing of proposed charge-offs of Tenants' Accounts Receivable is presented for your review and approval.

There are two accounts recommended for charge-off action with a total dollar value of \$20,363.47. This represents 19.7% of Lofts Apartments net rental revenue. We budget 2% for bad debt at Loft Apartments.

Last year, we charged off \$16,157.74 (one account).

Adoption of the attached resolution authorizing the charge-off in the total amount of \$20,363.47 for the twelve-month period ending September 30, 2023 is recommended.

KRW/LKD

Attachments

**A RESOLUTION OF THE
2713 DEVELOPMENT CORPORATION
AUTHORIZING CHARGE OFF OF TENANTS'
ACCOUNTS RECEIVABLE**

WHEREAS, there has been presented to the Board of Directors of the 2713 DEVELOPMENT CORPORATION and attached hereto a listing of Charge Off for Tenants' Accounts Receivable for the twelve months ending September 30, 2023 for Lofts Apartments; and

WHEREAS, it is in the best interest of the Authority to pursue collection of said accounts:

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the 2713 DEVELOPMENT CORPORATION that the President be authorized to grant approval for the total charge-off of \$20,363.47 of tenant accounts receivable for the above stated property.

Tenant Unpaid Charges

Property=lofts
Status = Past

Property Code	Control Number	Unit Code	Tenant Status	Date Occurred	Period	Charge Type	Account Number	Current Owed
lofts								
t0043265								
	C-380846	028303	Past	06/01/2021	06/2021	RENT	311100000	\$459.44
	C-399978	028303	Past	07/01/2021	07/2021	RENT	311100000	\$625.00
	C-418408	028303	Past	08/01/2021	08/2021	RENT	311100000	\$625.00
	C-437313	028303	Past	09/01/2021	09/2021	RENT	311100000	\$625.00
	C-455876	028303	Past	10/01/2021	10/2021	RENT	311100000	\$625.00
	C-474280	028303	Past	11/01/2021	11/2021	RENT	311100000	\$625.00
	C-492746	028303	Past	12/01/2021	12/2021	RENT	311100000	\$625.00
	C-511735	028303	Past	01/01/2022	01/2022	RENT	311100000	\$625.00
	C-530518	028303	Past	02/01/2022	02/2022	RENT	311100000	\$625.00
	C-548028	028303	Past	03/01/2022	03/2022	RENT	311100000	\$625.00
	C-567830	028303	Past	04/01/2022	04/2022	RENT	311100000	\$625.00
	C-586555	028303	Past	05/01/2022	05/2022	RENT	311100000	\$625.00
	C-605023	028303	Past	06/01/2022	06/2022	RENT	311100000	\$625.00
	C-624128	028303	Past	07/01/2022	07/2022	RENT	311100000	\$625.00
	C-626880	028303	Past	08/01/2022	08/2022	RENT	311100000	\$625.00
	C-629803	028303	Past	09/01/2022	09/2022	RENT	311100000	\$625.00
	C-632673	028303	Past	10/01/2022	10/2022	RENT	311100000	\$625.00
	C-635516	028303	Past	11/01/2022	11/2022	RENT	311100000	\$625.00
	C-638720	028303	Past	12/01/2022	12/2022	RENT	311100000	\$625.00
	C-641839	028303	Past	01/01/2023	01/2023	RENT	311100000	\$625.00
Total For								\$12,334.44
t2054916								
	C-632674	028305	Past	10/01/2022	10/2022	RENT	311100000	\$169.03
	C-635517	028305	Past	11/01/2022	11/2022	RENT	311100000	\$655.00
	C-638721	028305	Past	12/01/2022	12/2022	RENT	311100000	\$655.00
	C-641840	028305	Past	01/01/2023	01/2023	RENT	311100000	\$655.00
	C-645255	028305	Past	02/01/2023	02/2023	RENT	311100000	\$655.00
	C-648737	028305	Past	03/01/2023	03/2023	RENT	311100000	\$655.00
	C-651866	028305	Past	04/01/2023	04/2023	RENT	311100000	\$655.00
	C-654903	028305	Past	05/01/2023	05/2023	RENT	311100000	\$655.00
	C-657379	028305	Past	06/01/2023	06/2023	RENT	311100000	\$655.00
	C-661354	028305	Past	07/01/2023	07/2023	RENT	311100000	\$655.00
	C-663533	028305	Past	08/01/2023	08/2023	RENT	311100000	\$655.00
	C-666132	028305	Past	09/01/2023	09/2023	RENT	311100000	\$655.00
	C-668624	028305	Past	10/01/2023	10/2023	RENT	311100000	\$655.00
Total For								\$8,029.03

Property Code	Charge Type	SubTotal
lofts		
	RENT	20,363.47
	lofts	20,363.47
	Grand Total	20,363.47

Remark

Tenant Rent (06/2021)
Tenant Rent (07/2021)
Tenant Rent (08/2021)
Tenant Rent (09/2021)
Tenant Rent (10/2021)
Tenant Rent (11/2021)
Tenant Rent (12/2021)
Tenant Rent (01/2022)
Tenant Rent (02/2022)
Tenant Rent (03/2022)
Tenant Rent (04/2022)
Tenant Rent (05/2022)
Tenant Rent (06/2022)
Tenant Rent (07/2022)
Tenant Rent (08/2022)
Tenant Rent (09/2022)
Tenant Rent (10/2022)
Tenant Rent (11/2022)
Tenant Rent (12/2022)
Tenant Rent (01/2023)

Tenant Rent (10/2022)
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Tenant Rent (12/2022)
Tenant Rent (01/2023)
Tenant Rent (02/2023)
Tenant Rent (03/2023)
Tenant Rent (04/2023)
Tenant Rent (05/2023)
Tenant Rent (06/2023)
Tenant Rent (07/2023)
Tenant Rent (08/2023)
Tenant Rent (09/2023)
Tenant Rent (10/2023)

Tenant Unpaid Charges

Property=lofts
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Property Code	Control Number	Unit Code	Tenant Status	Date Occurred	Period	Charge Type	Account Number	Current Owed	Remark
lofts									
t0043265									
	C-380846	028303	Past	06/01/2021	06/2021	RENT	311100000	\$459.44	Tenant Rent (06/2021)
	C-399978	028303	Past	07/01/2021	07/2021	RENT	311100000	\$625.00	Tenant Rent (07/2021)
	C-418408	028303	Past	08/01/2021	08/2021	RENT	311100000	\$625.00	Tenant Rent (08/2021)
	C-437313	028303	Past	09/01/2021	09/2021	RENT	311100000	\$625.00	Tenant Rent (09/2021)
	C-455876	028303	Past	10/01/2021	10/2021	RENT	311100000	\$625.00	Tenant Rent (10/2021)
	C-474280	028303	Past	11/01/2021	11/2021	RENT	311100000	\$625.00	Tenant Rent (11/2021)
	C-492746	028303	Past	12/01/2021	12/2021	RENT	311100000	\$625.00	Tenant Rent (12/2021)
	C-511735	028303	Past	01/01/2022	01/2022	RENT	311100000	\$625.00	Tenant Rent (01/2022)
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	C-605023	028303	Past	06/01/2022	06/2022	RENT	311100000	\$625.00	Tenant Rent (06/2022)
	C-624128	028303	Past	07/01/2022	07/2022	RENT	311100000	\$625.00	Tenant Rent (07/2022)
	C-626880	028303	Past	08/01/2022	08/2022	RENT	311100000	\$625.00	Tenant Rent (08/2022)
	C-629803	028303	Past	09/01/2022	09/2022	RENT	311100000	\$625.00	Tenant Rent (09/2022)
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	C-635516	028303	Past	11/01/2022	11/2022	RENT	311100000	\$625.00	Tenant Rent (11/2022)
	C-638720	028303	Past	12/01/2022	12/2022	RENT	311100000	\$625.00	Tenant Rent (12/2022)
	C-641839	028303	Past	01/01/2023	01/2023	RENT	311100000	\$625.00	Tenant Rent (01/2023)
Total For								\$12,334.44	
t2054916									
	C-632674	028305	Past	10/01/2022	10/2022	RENT	311100000	\$169.03	Tenant Rent (10/2022)
	C-635517	028305	Past	11/01/2022	11/2022	RENT	311100000	\$655.00	Tenant Rent (11/2022)
	C-638721	028305	Past	12/01/2022	12/2022	RENT	311100000	\$655.00	Tenant Rent (12/2022)
	C-641840	028305	Past	01/01/2023	01/2023	RENT	311100000	\$655.00	Tenant Rent (01/2023)
	C-645255	028305	Past	02/01/2023	02/2023	RENT	311100000	\$655.00	Tenant Rent (02/2023)
	C-648737	028305	Past	03/01/2023	03/2023	RENT	311100000	\$655.00	Tenant Rent (03/2023)
	C-651866	028305	Past	04/01/2023	04/2023	RENT	311100000	\$655.00	Tenant Rent (04/2023)
	C-654903	028305	Past	05/01/2023	05/2023	RENT	311100000	\$655.00	Tenant Rent (05/2023)
	C-657379	028305	Past	06/01/2023	06/2023	RENT	311100000	\$655.00	Tenant Rent (06/2023)
	C-661354	028305	Past	07/01/2023	07/2023	RENT	311100000	\$655.00	Tenant Rent (07/2023)
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	C-666132	028305	Past	09/01/2023	09/2023	RENT	311100000	\$655.00	Tenant Rent (09/2023)
	C-668624	028305	Past	10/01/2023	10/2023	RENT	311100000	\$655.00	Tenant Rent (10/2023)
Total For								\$8,029.03	

Property Code	Charge Type	SubTotal
lofts	RENT	20,363.47
	lofts	20,363.47
	Grand Total	20,363.47

**Ashe Manor Development Corporation
Board of Directors Meeting
January 16, 2024**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll call
2. Approval of Minutes from January 17, 2023
3. Election of Chairman and Vice Chairman
4. Affirm appointment of President, Secretary and Treasurer
5. New Business
6. Any other business to come before the Board
7. Adjourn

**Minutes of a Meeting of the
Ashe Manor Development Corporation
January 17, 2023**

Having duly given public notice, the Board of Directors of the Ashe Manor Development Corporation met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 8:58 a.m. on Tuesday, January 17, 2023.

Roll Call

The meeting was called to order by Chairman Penrose and those present were as follows:

Directors Present: Kenneth Penrose
 Lisa Wallace-Davis
 William Black – via Zoom
 George Knight
 Lou Call
 Barbara Holley

Also present: Raymond H. Suttle, Jr. – from NNRHA Board Room
 Kaufman & Canoles, P.C.

 Karen R. Wilds
 Executive Director

 Lysandra Shaw
 Deputy Executive Director

 Carl V. Williamson
 Director of Housing

 Valarie Ellis, Director
 Administrative Services

 Lisa Dessoffy, Director
 Finance

 David Staley, Director
 Community Development

 Teresa Bennett
 Executive Assistant

 Justin Orie – from NNRHA Board Room
 NNRHA IT Department

 Tricia Wilson – via Zoom
 City of Newport News, Department of Development

 Jamesa Parker
 Legal Aid

**Approve Minutes of
January 18, 2022
Meeting**

Director Davis made a motion to approve the minutes of the January 18, 2022 meeting. The motion was seconded by Director Knight and passed with a unanimous vote.

**Election of Chairman
and Vice Chairman**

Director Knight made a motion to elect Mr. Penrose to the position of Chairman and Dr. Wallace-Davis to the position of Vice Chairman. The motion was seconded by Director Call and passed with a unanimous vote.

**Affirm Appointment of
President, Secretary and
Treasurer**

Director Davis made a motion to affirm the appointment of Karen Wilds as President, Secretary and Treasurer. The motion was seconded by Director Knight and passed with a unanimous vote.

**Update on Ashe Manor
Development
Corporation**

Ms. Wilds reported that on December 31, 2022 the property had a balance of \$234,142.36 in replacement reserves and an occupancy rate of 100%.

**Minutes of a Meeting of the
Ashe Manor Development Corporation
January 17, 2023**

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:00 a.m.

President

**Carrier Point Commercial Partners Development Corporation
Board of Directors Meeting
January 16, 2024**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll call
2. Approve Minutes of January 17, 2023
3. Election of Chairman and Vice Chairman
4. Affirm Appointment of President, Secretary and Treasurer
5. New Business
6. Any other business to come before the Board
7. Adjourn

**Minutes of a Meeting of the
Carrier Point Commercial Partners Development Corporation
January 17, 2023**

Having duly given public notice, the Board of Directors of the Carrier Point Commercial Partners Development Corporation met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:02 a.m. on Tuesday, January 17, 2023.

Roll Call

The meeting was called to order by Chairman Penrose and those present were as follows:

Directors Present: Kenneth Penrose
 Lisa Wallace-Davis
 William Black – via Zoom
 George Knight
 Lou Call
 Barbara Holley

Also present: Raymond H. Suttle, Jr. – from NNRHA Board Room
 Kaufman & Canoles, P.C.

 Karen R. Wilds
 Executive Director

 Lysandra Shaw
 Deputy Executive Director

 Carl V. Williamson
 Director of Housing

 Valarie Ellis, Director
 Administrative Services

 Lisa Dessoffy, Director
 Finance

 David Staley, Director
 Community Development

 Teresa Bennett
 Executive Assistant

 Justin Orié – from NNRHA Board Room
 NNRHA IT Department

 Tricia Wilson – via Zoom
 City of Newport News, Department of Development

 Jamesa Parker
 Legal Aid

**Approve Minutes of
January 18, 2022
Meeting**

Director Davis made a motion to approve the minutes of the January 18, 2022 meeting. The motion was seconded by Director Knight and passed with a unanimous vote.

**Election of Chairman
and Vice Chairman**

Director Knight made a motion to elect Mr. Penrose to the position of Chairman and Dr. Wallace-Davis to the position of Vice Chairman. The motion was seconded by Director Holley and passed with a unanimous vote.

**Affirm Appointment of
President, Secretary and
Treasurer**

Director Davis made a motion to affirm the appointment of Karen Wilds as President, Secretary and Treasurer. The motion was seconded by Director Knight and passed with a unanimous vote.

**Update on Carrier Point
Commercial Partners
Development
Corporation**

Ms. Wilds reminded the Board this is the commercial space in the Choice Neighborhood Phase I buildings between 27th and 29th Street. This commercial space is being marketed by Abbitt Reality, Bill Ziglar. This space should be available in late February.

**Minutes of a Meeting of the
Carrier Point Commercial Partners Development Corporation
January 17, 2023**

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:04 a.m.

President

**Carrier Point Commercial Partners Development Corporation
Board of Directors Meeting
January 16, 2024**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll call
2. Approve Minutes of January 17, 2023
3. Election of Chairman and Vice Chairman
4. Affirm Appointment of President, Secretary and Treasurer
5. New Business
6. Any other business to come before the Board
7. Adjourn

**Minutes of a Meeting of the
Carrier Point Commercial Partners Development Corporation
January 17, 2023**

Having duly given public notice, the Board of Directors of the Carrier Point Commercial Partners Development Corporation met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:02 a.m. on Tuesday, January 17, 2023.

Roll Call

The meeting was called to order by Chairman Penrose and those present were as follows:

Directors Present: Kenneth Penrose
 Lisa Wallace-Davis
 William Black – via Zoom
 George Knight
 Lou Call
 Barbara Holley

Also present: Raymond H. Suttle, Jr. – from NNRHA Board Room
 Kaufman & Canoles, P.C.

 Karen R. Wilds
 Executive Director

 Lysandra Shaw
 Deputy Executive Director

 Carl V. Williamson
 Director of Housing

 Valarie Ellis, Director
 Administrative Services

 Lisa Dessoffy, Director
 Finance

 David Staley, Director
 Community Development

 Teresa Bennett
 Executive Assistant

 Justin Orié – from NNRHA Board Room
 NNRHA IT Department

 Tricia Wilson – via Zoom
 City of Newport News, Department of Development

 Jamesa Parker
 Legal Aid

**Approve Minutes of
January 18, 2022
Meeting**

Director Davis made a motion to approve the minutes of the January 18, 2022 meeting. The motion was seconded by Director Knight and passed with a unanimous vote.

**Election of Chairman
and Vice Chairman**

Director Knight made a motion to elect Mr. Penrose to the position of Chairman and Dr. Wallace-Davis to the position of Vice Chairman. The motion was seconded by Director Holley and passed with a unanimous vote.

**Affirm Appointment of
President, Secretary and
Treasurer**

Director Davis made a motion to affirm the appointment of Karen Wilds as President, Secretary and Treasurer. The motion was seconded by Director Knight and passed with a unanimous vote.

**Update on Carrier Point
Commercial Partners
Development
Corporation**

Ms. Wilds reminded the Board this is the commercial space in the Choice Neighborhood Phase I buildings between 27th and 29th Street. This commercial space is being marketed by Abbitt Reality, Bill Ziglar. This space should be available in late February.

**Minutes of a Meeting of the
Carrier Point Commercial Partners Development Corporation
January 17, 2023**

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:04 a.m.

President

**Choice Neighborhood Commercial Partners Development Corporation
Board of Directors Meeting
January 16, 2024**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll call
2. Approve Minutes of January 17, 2023
3. Election of Chairman and Vice Chairman
4. Affirm appointment of President, Secretary and Treasurer
5. New Business
6. Any other business to come before the Board
7. Adjourn

**Minutes of a Meeting of the
Choice Neighborhood Commercial Partners Development Corporation
January 17, 2023**

Having duly given public notice, the Board of Directors of the Choice Neighborhood Commercial Partners Development Corporation met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:04 a.m. on Tuesday, January 17, 2023.

Roll Call

The meeting was called to order by Chairman Penrose and those present were as follows:

Directors Present: Kenneth Penrose
 Lisa Wallace-Davis
 William Black – via Zoom
 George Knight
 Lou Call
 Barbara Holley

Also present: Raymond H. Suttle, Jr. – from NNRHA Board Room
 Kaufman & Canoles, P.C.

 Karen R. Wilds
 Executive Director

 Lysandra Shaw
 Deputy Executive Director

 Carl V. Williamson
 Director of Housing

 Valarie Ellis, Director
 Administrative Services

 Lisa Dessoffy, Director
 Finance

 David Staley, Director
 Community Development

 Teresa Bennett
 Executive Assistant

 Justin Orié – from NNRHA Board Room
 NNRHA IT Department

 Tricia Wilson – via Zoom
 City of Newport News, Department of Development

 Jamesa Parker
 Legal Aid

**Approve Minutes of
October 18, 2022
Meeting**

Director Knight made a motion to approve the minutes of the October 18, 2022 meeting. The motion was seconded by Director Call and passed with a majority vote. Director Davis and Director Holley abstained as they were not present.

**Election of Chairman
and Vice Chairman**

Director Knight made a motion to elect Mr. Penrose to the position of Chairman and Dr. Wallace-Davis to the position of Vice Chairman. The motion was seconded by Director Call and passed with a unanimous vote.

**Affirm Appointment of
President, Secretary and
Treasurer**

Director Knight made a motion to affirm the appointment of Karen Wilds as President, Secretary and Treasurer. The motion was seconded by Director Davis and passed with a unanimous vote.

**Update on Choice
Neighborhood
Commercial Partners
Development
Corporation**

Ms. Wilds reminded the Board this is the commercial space in the Choice Neighborhood Phase II. This will be on-site at the former Ridley complex. Site work for construction started this month. We are looking at completion in November, 2024.

**Minutes of a Meeting of the
Choice Neighborhood Commercial Partners Development Corporation
January 17, 2023**

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:07 a.m.

President

**Choice Neighborhood I Development Corporation
Board of Directors Meeting
January 16, 2024**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll Call
2. Approve Minutes of January 17, 2023 meeting
3. Election of Chairman and Vice Chairman
4. Appointment of President , Secretary and Treasurer
5. New Business
6. Any other business to come before the Board
7. Adjourn

**Minutes of a Meeting of the
Choice Neighborhood I Development Corporation
January 17, 2023**

Having duly given public notice, the Board of Directors of the Choice Neighborhood I Development Corporation met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:07 a.m. on Tuesday, January 17, 2023.

Roll Call

The meeting was called to order by Chairman Penrose and those present were as follows:

Directors Present: Kenneth Penrose
 Lisa Wallace-Davis
 William Black – via Zoom
 George Knight
 Lou Call
 Barbara Holley

Also present: Raymond H. Suttle, Jr. – from NNRHA Board Room
 Kaufman & Canoles, P.C.

 Karen R. Wilds
 Executive Director

 Lysandra Shaw
 Deputy Executive Director

 Carl V. Williamson
 Director of Housing

 Valarie Ellis, Director
 Administrative Services

 Lisa Dessoify, Director
 Finance

 David Staley, Director
 Community Development

 Teresa Bennett
 Executive Assistant

 Justin Orié – from NNRHA Board Room
 NNRHA IT Department

 Tricia Wilson – via Zoom
 City of Newport News, Department of Development

 Jamesa Parker
 Legal Aid

**Approve Minutes of
January 18, 2022
Meeting**

Director Davis made a motion to approve the minutes of the January 18, 2022 meeting. The motion was seconded by Director Knight and passed with a unanimous vote.

**Election of Chairman
and Vice Chairman**

Director Knight made a motion to elect Mr. Penrose to the position of Chairman and Dr. Wallace-Davis to the position of Vice Chairman. The motion was seconded by Director Holley and passed with a unanimous vote.

**Affirm Appointment of
President, Secretary and
Treasurer**

Director Davis made a motion to affirm the appointment of Karen Wilds as President, Secretary and Treasurer. The motion was seconded by Director Knight and passed with a unanimous vote.

**Update on Choice
Neighborhood I
Development
Corporation**

Ms. Wilds stated this is the building at 2800 Jefferson Avenue which will be completed in late February and ready for occupancy. It consists of 43 units, 6 of which are townhouses. 6 are market rate, 17 replacement units and 20 affordable market rates. Pennrose Management will manage the units and are now processing applications.

**Minutes of a Meeting of the
Choice Neighborhood I Development Corporation
January 17, 2023**

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:09 a.m.

President

**Choice Neighborhood II Development Corporation
Board of Directors Meeting
January 16, 2024**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll call
2. Approval of Minutes of January 17, 2023
3. Election of Chairman and Vice Chairman
4. Affirm appointment of President, Secretary and Treasurer
5. New Business
6. Any other business to come before the Board
7. Adjourn

**Minutes of a Meeting of the
Choice Neighborhood II Development Corporation
January 17, 2023**

Having duly given public notice, the Board of Directors of the Choice Neighborhood II Development Corporation met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:09 a.m. on Tuesday, January 17, 2023.

Roll Call

The meeting was called to order by Chairman Penrose and those present were as follows:

Directors Present: Kenneth Penrose
 Lisa Wallace-Davis
 William Black – via Zoom
 George Knight
 Lou Call
 Barbara Holley

Also present: Raymond H. Suttle, Jr. – from NNRHA Board Room
 Kaufman & Canoles, P.C.

 Karen R. Wilds
 Executive Director

 Lysandra Shaw
 Deputy Executive Director

 Carl V. Williamson
 Director of Housing

 Valarie Ellis, Director
 Administrative Services

 Lisa Dessoify, Director
 Finance

 David Staley, Director
 Community Development

 Teresa Bennett
 Executive Assistant

 Justin Orie – from NNRHA Board Room
 NNRHA IT Department

 Tricia Wilson – via Zoom
 City of Newport News, Department of Development

 Jamesa Parker
 Legal Aid

**Approve Minutes of
January 18, 2022
Meeting**

Director Davis made a motion to approve the minutes of the January 18, 2022 meeting. The motion was seconded by Director Knight and passed with a unanimous vote.

**Election of Chairman
and Vice Chairman**

Director Knight made a motion to elect Mr. Penrose to the position of Chairman and Dr. Wallace-Davis to the position of Vice Chairman. The motion was seconded by Director Holley and passed with a unanimous vote.

**Affirm Appointment of
President, Secretary and
Treasurer**

Director Davis made a motion to affirm the appointment of Karen Wilds as President, Secretary and Treasurer. The motion was seconded by Director Knight and passed with a unanimous vote.

**Update on Choice
Neighborhood II
Development
Corporation**

Ms. Wilds stated this is the building at 2700 Jefferson Avenue which will be completed in late February and ready for occupancy. It consists of 38 units, 4 are market rate, 21 replacement units and 13 affordable market rates. Penrose Management will manage the units and occupancy should begin in the next 2-3 weeks.

**Minutes of a Meeting of the
Choice Neighborhood II Development Corporation
January 17, 2023**

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:11 a.m.

President

**Choice Neighborhood III-R Development Corporation
Board of Directors Meeting
January 16, 2024**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll call
2. Approval of Minutes of January 17, 2023
3. Election of Chairman and Vice Chairman
4. Affirm appointment of President, Secretary and Treasurer
5. New Business
6. Any other business to come before the Board
7. Adjourn

**Minutes of a Meeting of the
Choice Neighborhood III-R Development Corporation
January 17, 2023**

Having duly given public notice, the Board of Directors of the Choice Neighborhood III-R Development Corporation met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:11 a.m. on Tuesday, January 17, 2023.

Roll Call

The meeting was called to order by Chairman Penrose and those present were as follows:

Directors Present: Kenneth Penrose
 Lisa Wallace-Davis
 William Black – via Zoom
 George Knight
 Lou Call
 Barbara Holley

Also present: Raymond H. Suttle, Jr. – from NNRHA Board Room
 Kaufman & Canoles, P.C.

 Karen R. Wilds
 Executive Director

 Lysandra Shaw
 Deputy Executive Director

 Carl V. Williamson
 Director of Housing

 Valarie Ellis, Director
 Administrative Services

 Lisa Dessoffy, Director
 Finance

 David Staley, Director
 Community Development

 Teresa Bennett
 Executive Assistant

 Justin Orié – from NNRHA Board Room
 NNRHA IT Department

 Tricia Wilson – via Zoom
 City of Newport News, Department of Development

 Jamesa Parker
 Legal Aid

**Approve Minutes of
December 20, 2022
Meeting**

Director Davis made a motion to approve the minutes of the December 20, 2022 meeting. The motion was seconded by Director Knight and passed with a unanimous vote.

**Election of Chairman
and Vice Chairman**

Director Knight made a motion to elect Mr. Penrose to the position of Chairman and Dr. Wallace-Davis to the position of Vice Chairman. The motion was seconded by Director Holley and passed with a unanimous vote.

**Affirm Appointment of
President, Secretary and
Treasurer**

Director Davis made a motion to affirm the appointment of Karen Wilds as President, Secretary and Treasurer. The motion was seconded by Director Knight and passed with a unanimous vote.

**Update on Choice
Neighborhood III-R
Development
Corporation**

Ms. Wilds stated this is located on the former Ridley site north of 16th Street. Sitework began this month. It will consist of 71 units, mixed townhouses and mid-rise, 13 are market rate, 34 replacement units and 24 affordable market rates.

**Minutes of a Meeting of the
Choice Neighborhood III-R Development Corporation
January 17, 2023**

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:14 a.m.

President

**Choice Neighborhood IV-R Development Corporation
Board of Directors Meeting
January 16, 2024**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll call
2. Approval of Minutes of January 17, 2023
3. Election of Chairman and Vice Chairman
4. Affirm appointment of President, Secretary and Treasurer
5. New Business
6. Any other business to come before the Board
7. Adjourn

**Minutes of a Meeting of the
Choice Neighborhood IV-R Development Corporation
January 17, 2023**

Having duly given public notice, the Board of Directors of the Choice Neighborhood IV-R Development Corporation met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:10 a.m. on Tuesday, January 17, 2023.

Roll Call

The meeting was called to order by Chairman Penrose and those present were as follows:

Directors Present: Kenneth Penrose
 Lisa Wallace-Davis
 William Black – via Zoom
 George Knight
 Lou Call
 Barbara Holley

Also present: Raymond H. Suttle, Jr. – from NNRHA Board Room
 Kaufman & Canoles, P.C.

 Karen R. Wilds
 Executive Director

 Lysandra Shaw
 Deputy Executive Director

 Carl V. Williamson
 Director of Housing

 Valarie Ellis, Director
 Administrative Services

 Lisa Dessoffy, Director
 Finance

 David Staley, Director
 Community Development

 Teresa Bennett
 Executive Assistant

 Justin Orié – from NNRHA Board Room
 NNRHA IT Department

 Tricia Wilson – via Zoom
 City of Newport News, Department of Development

 Jamesa Parker
 Legal Aid

**Approve Minutes of
December 20, 2022
Meeting**

Director Davis made a motion to approve the minutes of the December 20, 2022 meeting. The motion was seconded by Director Knight and passed with a unanimous vote.

**Election of Chairman
and Vice Chairman**

Director Knight made a motion to elect Mr. Penrose to the position of Chairman and Dr. Wallace-Davis to the position of Vice Chairman. The motion was seconded by Director Holley and passed with a unanimous vote.

**Affirm Appointment of
President, Secretary and
Treasurer**

Director Davis made a motion to affirm the appointment of Karen Wilds as President, Secretary and Treasurer. The motion was seconded by Director Knight and passed with a unanimous vote.

**Update on Choice
Neighborhood IV-R
Development
Corporation**

Ms. Wilds stated this is located on the former Ridley site south of 16th Street. Construction sitework began this month. It will consist of 84 units, all of which are townhouses. 15 are market rate, 45 replacement units and 24 affordable market rates. Completion is expected fall of 2024.

**Minutes of a Meeting of the
Choice Neighborhood IV-R Development Corporation
January 17, 2023**

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:14 a.m.

President

**Choice Neighborhood V-Downtown Development Corporation
Board of Directors Meeting
January 16, 2024**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll call
2. Approval of Minutes of April 18, 2023
3. Election of Chairman and Vice Chairman
4. Affirm appointment of President, Secretary and Treasurer
5. New Business
6. Any other business to come before the Board
7. Adjourn

**Minutes of a Meeting of the
Choice Neighborhood V-Downtown
Development Corporation
April 18, 2023**

Having duly given public notice, the Board of Directors of the Choice Neighborhood V-Downtown Development Corporation met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 8:55 a.m. on Tuesday, April 18, 2023.

Roll Call

The meeting was called to order by Chairman Penrose and those present were as follows:

Directors Present: Kenneth Penrose
 Lisa Wallace-Davis
 William Black
 George Knight
 Lou Call
 Barbara Holley
 Thaddeus Holloman

Also present: Raymond H. Suttle, Jr.
 Kaufman & Canoles, P.C.

 Karen R. Wilds
 Executive Director

 Lysandra Shaw
 Deputy Executive Director

 Carl V. Williamson
 Director of Housing

 Valarie Ellis, Director
 Administrative Services

 Lisa Dessoffy, Director
 Finance

 David Staley, Director
 Community Development

 Teresa Bennett
 Executive Assistant

 Torkeesha Brooks
 Executive Assistant

 Justin Orié
 NNRHA IT Department

 Tricia Wilson – via Zoom
 City of Newport News, Department of Development

 Laura Harden
 Cherry Bekaert LLP

 DeAnna Smith
 Legal Aid Society of Eastern Virginia

 Jamesa Parker
 Legal Aid Society of Eastern Virginia

New Business

**Election of Chairman
and Vice Chairman**

Director Knight made a motion to elect Mr. Penrose to the position of Chairman and Dr. Wallace-Davis to the position of Vice Chairman. The motion was seconded by Director Davis and passed with a unanimous vote.

**Affirm Appointment of
President, Secretary and
Treasurer**

Director Davis made a motion to affirm the appointment of Karen Wilds as President, Secretary and Treasurer. The motion was seconded by Director Knight and passed with a unanimous vote.

**Minutes of a Meeting of the
Choice Neighborhood V-Downtown
Development Corporation
April 18, 2023**

**The Board of Directors
of the Choice
Neighborhood V-
Downtown Development
Corporation Adoption of
Bylaws and Authorizes
the President to Enter
into an Operating
Agreement**

The Board had been provided copies of a resolution authorizing the adoption of the Bylaws of the Choice Neighborhood V-Downtown Development Corporation and Authorizes the President to enter into an Operating Agreement of the Choice Neighborhood V-Downtown LLC. Ms. Wilds stated the City, NNRHA and its development partner, Pennrose, LLC, are in the planning stage for the Phase 3 housing development which will be situated on Washington Avenue between 28th and 29th streets in the downtown area. This site will consist of 73 mixed-income housing units and commercial space. The Choice Neighborhood V-Downtown LLC and its Managing Member, Choice Neighborhood V-Downtown Development Corporation were formed in order to develop this phase of CNI housing in the downtown.

Director Black made a motion to approve the resolution. Director Knight seconded the motion which passed with a unanimous vote. The resolution is attached to and made a part of these minutes.

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 8:58 a.m.

President

**Choice Neighborhood Downtown Commercial Partners
Development Corporation**

**Board of Directors Meeting
January 16, 2024**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll call
2. Approval of Minutes of April 18, 2023
3. Election of Chairman and Vice Chairman
4. Affirm appointment of President, Secretary and Treasurer
5. New Business
6. Any other business to come before the Board
7. Adjourn

**Minutes of a Meeting of the
Choice Neighborhood Downtown Commercial Partners
Development Corporation
April 18, 2023**

Having duly given public notice, the Board of Directors of the Choice Neighborhood Downtown Commercial Partners Development Corporation met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:00 a.m. on Tuesday, April 18, 2023.

Roll Call

The meeting was called to order by Chairman Penrose and those present were as follows:

Directors Present: Kenneth Penrose
 Lisa Wallace-Davis
 William Black
 George Knight
 Lou Call
 Barbara Holley
 Thaddeus Holloman

Also present: Raymond H. Suttle, Jr.
 Kaufman & Canoles, P.C.

 Karen R. Wilds
 Executive Director

 Lysandra Shaw
 Deputy Executive Director

 Carl V. Williamson
 Director of Housing

 Valarie Ellis, Director
 Administrative Services

 Lisa Dessoify, Director
 Finance

 David Staley, Director
 Community Development

 Teresa Bennett
 Executive Assistant

 Torkeesha Brooks
 Executive Assistant

 Justin Orié
 NNRHA IT Department

 Tricia Wilson – via Zoom
 City of Newport News, Department of Development

 Laura Harden
 Cherry Bekaert LLP

 DeAnna Smith
 Legal Aid Society of Eastern Virginia

 Jamesa Parker
 Legal Aid Society of Eastern Virginia

**Election of Chairman
and Vice Chairman**

Director Knight made a motion to elect Mr. Penrose to the position of Chairman and Dr. Wallace-Davis to the position of Vice Chairman. The motion was seconded by Director Holloman and passed with a unanimous vote.

**Affirm Appointment of
President, Secretary and
Treasurer**

Director Davis made a motion to affirm the appointment of Karen Wilds as President, Secretary and Treasurer. The motion was seconded by Director Knight and passed with a unanimous vote.

**Minutes of a Meeting of the
Choice Neighborhood Downtown Commercial Partners
Development Corporation
April 18, 2023**

New Business

**The Board of Directors
of the Choice
Neighborhood
Downtown Commercial
Partners Development
Corporation Adoption of
Bylaws and Authorizes
the President to Enter
into an Operating
Agreement**

The Board had been provided copies of a resolution authorizing the adoption of the Bylaws of the Choice Neighborhood Downtown Commercial Partners Development Corporation and Authorizes the President to enter into an Operating Agreement of the Choice Neighborhood Commercial Partners LLC. Ms. Wilds stated the City, NNRHA and its development partner, Pennrose, LLC, are in the planning stage for the Phase 3 housing development which will be situated on Washington Avenue between 28th and 29th streets in the downtown area. This site will consist of 73 mixed-income housing units and commercial space. The Choice Neighborhood Downtown Commercial Partner LLC and its Managing Member, Choice Neighborhood Downtown Commercial Partners Development Corporation were formed in order to support the creation of the retail space in the downtown phase.

Director Davis made a motion to approve the resolution. Director Black seconded the motion which passed with a unanimous vote. The resolution is attached to and made a part of these minutes.

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:03 a.m.

President

**Cypress Terrace Development Corporation
Board of Directors Meeting
January 16, 2024**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll Call
2. Approve Minutes of January 17, 2023 meeting
3. Election of Chairman and Vice Chairman
4. Affirm Appointment of President, Secretary and Treasurer
5. New Business
 - a. Consider Resolution approving Tenants' Accounts Receivable Charge-off, twelve months, ending September 30, 2023
6. Any other business to come before the Board
7. Adjourn

**Minutes of a Meeting of the
Cypress Terrace Development Corporation
January 17, 2023**

Having duly given public notice, the Board of Directors of the Cypress Terrace Development Corporation met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:16 a.m. on Tuesday, January 17, 2023.

Roll Call

The meeting was called to order by Chairman Penrose and those present were as follows:

Directors Present: Kenneth Penrose
 Lisa Wallace-Davis
 William Black – via Zoom
 George Knight
 Lou Call
 Barbara Holley

Also present: Raymond H. Suttle, Jr. – from NNRHA Board Room
 Kaufman & Canoles, P.C.

 Karen R. Wilds
 Executive Director

 Lysandra Shaw
 Deputy Executive Director

 Carl V. Williamson
 Director of Housing

 Valarie Ellis, Director
 Administrative Services

 Lisa Dessoify, Director
 Finance

 David Staley, Director
 Community Development

 Teresa Bennett
 Executive Assistant

 Justin Orie – from NNRHA Board Room
 NNRHA IT Department

 Tricia Wilson – via Zoom
 City of Newport News, Department of Development

 Jamesa Parker
 Legal Aid

**Approve Minutes of
January 18, 2022
Meeting**

Director Davis made a motion to approve the minutes of the January 18, 2022 meeting. The motion was seconded by Director Knight and passed with a unanimous vote.

**Election of Chairman
and Vice Chairman**

Director Knight made a motion to elect Mr. Penrose to the position of Chairman and Dr. Wallace-Davis to the position of Vice Chairman. The motion was seconded by Director Holley and passed with a unanimous vote.

**Affirm Appointment of
President, Secretary and
Treasurer**

Director Davis made a motion to affirm the appointment of Karen Wilds as President, Secretary and Treasurer. The motion was seconded by Director Knight and passed with a unanimous vote.

**A Resolution of the
Board of Directors
authorizing the Charge
Off of Tenants'
Accounts Receivable**

Ms. Wilds reported as of September 30, 2022, there are four accounts recommended for charge-off action with a total dollar value of \$2,673.00. This represents 1.2% of Cypress Terrace net rental revenue.

Director Davis made a motion to approve the resolution. Director Knight seconded the motion which passed with a unanimous vote. The resolution is attached to and made a part of these minutes.

**Update on Cypress
Terrace Development
Corporation**

Ms. Wilds reported that on December 31, 2021 the property had a balance of \$112,844. in replacement reserves, \$240,172. In operating reserves and an occupancy rate of 98%.

**Minutes of a Meeting of the
Cypress Terrace Development Corporation
January 17, 2023**

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:19 a.m.

President

CYPRESS TERRACE DEVELOPMENT CORPORATION

MEMORANDUM

DATE: January 11, 2024

TO: Board of Directors,
Cypress Terrace Development Corporation

FROM: Karen R. Wilds, President *KRW*

SUBJECT: Tenants' Accounts Receivable Charge-off, Twelve Months,
Ending September 30, 2023

The attached listing of proposed charge-offs of Tenants' Accounts Receivable is presented for your review and approval.

There are twelve accounts recommended for charge-off action with a total dollar value of \$38,128.23. This represents 16.8% of Cypress Terrace net rental revenue. We budget 2% for bad debt at Cypress Terrace.

The average amount per vacated account is \$3,117.35. Last year, we charged off \$2,673.00 (four accounts).

Adoption of the attached resolution authorizing the charge-off in the total amount of \$38,128.23 for the twelve-month period ending September 30, 2023 is recommended.

KRW/LKD

Attachments

**A RESOLUTION OF THE
CYPRESS TERRACE DEVELOPMENT CORPORATION
AUTHORIZING CHARGE OFF OF TENANTS'
ACCOUNTS RECEIVABLE**

WHEREAS, there has been presented to the Board of Directors of the CYPRESS TERRACE DEVELOPMENT CORPORATION and attached hereto a listing of Charge Off for Tenants' Accounts Receivable for the twelve months ending September 30, 2023 for Cypress Terrace Apartments; and

WHEREAS, it is in the best interest of the Authority to pursue collection of said accounts:

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the CYPRESS TERRACE DEVELOPMENT CORPORATION that the President be authorized to grant approval for the total charge-off of \$38,128.23 of tenant accounts receivable for the above stated property.

Tenant Unpaid Charges

Property=cypress

Status = Past

Property Code	Control Number	Unit Code	Tenant Status	Date Occurred	Period	Charge Type	Account Number	Current Remark Owed
Property Code: cypress								
2054335								
C-361375	122111	Past	05/01/2021	05/2021	RENT	311100000	\$19.50	Tenant Rent (05/2021)
C-464019	122111	Past	10/14/2021	10/2021	RENT	311100000	\$212.00	RENT Adj IC, 07/01/2021 to 10/31/2021
C-464021	122111	Past	11/01/2021	11/2021	RENT	311100000	\$53.00	RENT Adj IR, 11/01/2021 to 11/30/2021
C-464023	122111	Past	12/01/2021	12/2021	RENT	311100000	\$53.00	RENT 12/1/2021 to 12/31/2021
C-464025	122111	Past	06/01/2021	10/2021	RENT	311100000	\$868.00	Tenant Rent (06/2021)
C-496910	122111	Past	01/01/2022	01/2022	RENT	311100000	\$53.00	RENT 1/1/2022 to 1/31/2022
C-522412	122111	Past	02/01/2022	02/2022	RENT	311100000	\$53.00	RENT 2/1/2022 to 2/28/2022
C-539651	122111	Past	03/01/2022	03/2022	RENT	311100000	\$53.00	RENT 3/1/2022 to 3/31/2022
C-564833	122111	Past	04/01/2022	04/2022	RENT	311100000	\$53.00	RENT 4/1/2022 to 4/30/2022
C-597260	122111	Past	05/01/2022	05/2022	RENT	311100000	\$53.00	RENT 5/1/2022 to 5/31/2022
C-614584	122111	Past	06/01/2022	06/2022	RENT	311100000	\$53.00	RENT 6/1/2022 to 6/30/2022
C-621066	122111	Past	07/01/2022	07/2022	RENT	311100000	\$53.00	RENT 7/1/2022 to 7/31/2022
C-625090	122111	Past	08/01/2022	08/2022	RENT	311100000	\$53.00	RENT 8/1/2022 to 8/31/2022
C-637778	122111	Past	07/01/2022	11/2022	RENT	311100000	\$527.00	Tenant Rent 07/01/2022 to 07/31/2022
C-637779	122111	Past	08/01/2022	11/2022	RENT	311100000	\$527.00	Tenant Rent 08/01/2022 to 08/31/2022
C-637780	122111	Past	09/01/2022	11/2022	RENT	311100000	\$527.00	Tenant Rent 09/01/2022 to 09/30/2022
C-637781	122111	Past	10/01/2022	11/2022	RENT	311100000	\$527.00	Tenant Rent 10/01/2022 to 10/31/2022
C-637782	122111	Past	11/01/2022	11/2022	RENT	311100000	\$527.00	Tenant Rent 11/01/2022 to 11/30/2022
C-638691	122111	Past	12/01/2022	12/2022	RENT	311100000	\$527.00	Tenant Rent (12/2022)
C-641809	122111	Past	01/01/2023	01/2023	RENT	311100000	\$527.00	Tenant Rent (01/2023)
C-645150	122111	Past	02/01/2023	02/2023	RENT	311100000	\$527.00	Tenant Rent (02/2023)
C-648808	122111	Past	03/01/2023	03/2023	RENT	311100000	\$527.00	Tenant Rent (03/2023)
C-651764	122111	Past	04/01/2023	04/2023	RENT	311100000	\$527.00	Tenant Rent (04/2023)
C-654799	122111	Past	05/01/2023	05/2023	RENT	311100000	\$527.00	Tenant Rent (05/2023)
C-657249	122111	Past	05/30/2023	05/2023	DAMAGE	312003000	\$21.30	WO#36403 LOCKS CHANGE
C-662518	122111	Past	07/26/2023	07/2023	DAMAGE	312003000	\$590.54	WO#38183 Clean Range;Clean
C-15709	122111	Past	09/04/2019	08/2019	UTILIREC	311201000	\$258.00	Util Recovery MI, 03/01/2019 to 08/31/2019
Total For PARKER								\$8,296.34
Property Code: cypress								
2054994 BARNES								
C-362761	122098	Past	06/01/2021	06/2021	RENT	311100000	\$1.63	RENT 6/1/2021 to 6/30/2021
C-383395	122098	Past	07/01/2021	07/2021	RENT	311100000	\$60.00	RENT 7/1/2021 to 7/31/2021
C-402041	122098	Past	08/01/2021	08/2021	RENT	311100000	\$60.00	RENT 8/1/2021 to 8/31/2021
C-423074	122098	Past	09/01/2021	09/2021	RENT	311100000	\$60.00	RENT 9/1/2021 to 9/30/2021
C-443328	122098	Past	10/01/2021	10/2021	RENT	311100000	\$60.00	RENT 10/1/2021 to 10/31/2021
C-462793	122098	Past	11/01/2021	11/2021	RENT	311100000	\$60.00	RENT 11/1/2021 to 11/30/2021
C-484741	122098	Past	12/01/2021	12/2021	RENT	311100000	\$60.00	RENT 12/1/2021 to 12/31/2021
C-496888	122098	Past	01/01/2022	01/2022	RENT	311100000	\$60.00	RENT 1/1/2022 to 1/31/2022
C-522396	122098	Past	02/01/2022	02/2022	RENT	311100000	\$60.00	RENT 2/1/2022 to 2/28/2022
C-539633	122098	Past	03/01/2022	03/2022	RENT	311100000	\$60.00	RENT 3/1/2022 to 3/31/2022
C-564815	122098	Past	04/01/2022	04/2022	RENT	311100000	\$60.00	RENT 4/1/2022 to 4/30/2022
C-597242	122098	Past	05/01/2022	05/2022	RENT	311100000	\$60.00	RENT 5/1/2022 to 5/31/2022
C-614566	122098	Past	06/01/2022	06/2022	RENT	311100000	\$76.00	RENT 6/1/2022 to 6/30/2022
C-621040	122098	Past	07/01/2022	07/2022	RENT	311100000	\$76.00	RENT 7/1/2022 to 7/31/2022
C-625066	122098	Past	08/01/2022	08/2022	RENT	311100000	\$76.00	RENT 8/1/2022 to 8/31/2022
C-627782	122098	Past	09/01/2022	09/2022	RENT	311100000	\$76.00	RENT 9/1/2022 to 9/30/2022
C-630755	122098	Past	10/01/2022	10/2022	RENT	311100000	\$76.00	RENT 10/1/2022 to 10/31/2022
C-633850	122098	Past	11/01/2022	11/2022	RENT	311100000	\$76.00	RENT 11/1/2022 to 11/30/2022
C-636323	122098	Past	12/01/2022	12/2022	RENT	311100000	\$76.00	RENT 12/1/2022 to 12/31/2022
C-640077	122098	Past	01/01/2023	01/2023	RENT	311100000	\$76.00	RENT 1/1/2023 to 1/31/2023
C-642839	122098	Past	02/01/2023	02/2023	RENT	311100000	\$76.00	RENT 2/1/2023 to 2/28/2023
C-646619	122098	Past	02/09/2023	02/2023	RENT	311100000	\$59.00	RENT Adj AR, 01/01/2023 to 01/24/2023
C-647861	122098	Past	02/24/2023	02/2023	DAMAGE	312003000	\$1,208.24	WO#33611 drip pans;range cleaning;refrigerator
Total For								\$2,612.87
Property Code: cypress								
2054360								
C-496948	122141	Past	01/01/2022	01/2022	RENT	311100000	\$670.65	RENT 1/1/2022 to 1/31/2022
C-522462	122141	Past	02/01/2022	02/2022	RENT	311100000	\$731.00	RENT 2/1/2022 to 2/28/2022
C-539691	122141	Past	03/01/2022	03/2022	RENT	311100000	\$731.00	RENT 3/1/2022 to 3/31/2022
C-564885	122141	Past	04/01/2022	04/2022	RENT	311100000	\$731.00	RENT 4/1/2022 to 4/30/2022
C-597302	122141	Past	05/01/2022	05/2022	RENT	311100000	\$541.00	RENT 5/1/2022 to 5/31/2022
C-614625	122141	Past	06/01/2022	06/2022	RENT	311100000	\$541.00	RENT 6/1/2022 to 6/30/2022
C-621105	122141	Past	07/01/2022	07/2022	RENT	311100000	\$541.00	RENT 7/1/2022 to 7/31/2022
C-625135	122141	Past	08/01/2022	08/2022	RENT	311100000	\$541.00	RENT 8/1/2022 to 8/31/2022
C-627836	122141	Past	09/01/2022	09/2022	RENT	311100000	\$541.00	RENT 9/1/2022 to 9/30/2022
C-630813	122141	Past	10/01/2022	10/2022	RENT	311100000	\$541.00	RENT 10/1/2022 to 10/31/2022
C-633901	122141	Past	11/01/2022	11/2022	RENT	311100000	\$541.00	RENT 11/1/2022 to 11/30/2022
C-636392	122141	Past	12/01/2022	12/2022	RENT	311100000	\$541.00	RENT 12/1/2022 to 12/31/2022
C-640135	122141	Past	01/01/2023	01/2023	RENT	311100000	\$541.00	RENT 1/1/2023 to 1/31/2023

C-642885	122141	Past	02/01/2023	02/2023	RENT	311100000	\$541.00 RENT 2/1/2023 to 2/28/2023
C-646669	122141	Past	02/09/2023	02/2023	RENT	311100000	\$419.00 RENT Adj AR, 01/01/2023 to 01/24/2023
C-649259	122141	Past	03/03/2023	03/2023	DAMAGE	312003000	\$361.86 WO#33641 drip pans;range cleaning;refrigerator
Total For							\$9,054.51
2054357							
C-567845	122139	Past	04/01/2022	04/2022	RENT	311100000	\$117.29 Tenant Rent (04/2022)
C-586567	122139	Past	05/01/2022	05/2022	RENT	311100000	\$539.00 Tenant Rent (05/2022)
C-604998	122139	Past	06/01/2022	06/2022	RENT	311100000	\$539.00 Tenant Rent (06/2022)
C-624140	122139	Past	07/01/2022	07/2022	RENT	311100000	\$539.00 Tenant Rent (07/2022)
C-626855	122139	Past	08/01/2022	08/2022	RENT	311100000	\$539.00 Tenant Rent (08/2022)
C-629778	122139	Past	09/01/2022	09/2022	RENT	311100000	\$539.00 Tenant Rent (09/2022)
C-632646	122139	Past	10/01/2022	10/2022	RENT	311100000	\$539.00 Tenant Rent (10/2022)
C-635526	122139	Past	11/01/2022	11/2022	RENT	311100000	\$539.00 Tenant Rent (11/2022)
C-638697	122139	Past	12/01/2022	12/2022	RENT	311100000	\$539.00 Tenant Rent (12/2022)
C-641814	122139	Past	01/01/2023	01/2023	RENT	311100000	\$539.00 Tenant Rent (01/2023)
C-649261	122139	Past	03/03/2023	03/2023	DAMAGE	312003000	\$749.88 WO#33660 range cleaning;refrigerator
Total For							\$5,718.17
2055190							
C-586560	122093	Past	05/01/2022	05/2022	RENT	311100000	\$872.00 Tenant Rent (05/2022)
C-604991	122093	Past	06/01/2022	06/2022	RENT	311100000	\$883.00 Tenant Rent (06/2022)
C-624133	122093	Past	07/01/2022	07/2022	RENT	311100000	\$883.00 Tenant Rent (07/2022)
C-626849	122093	Past	08/01/2022	08/2022	RENT	311100000	\$372.00 Tenant Rent (08/2022)
C-629772	122093	Past	09/01/2022	09/2022	RENT	311100000	\$372.00 Tenant Rent (09/2022)
C-632640	122093	Past	10/01/2022	10/2022	RENT	311100000	\$372.00 Tenant Rent (10/2022)
C-635520	122093	Past	11/01/2022	11/2022	RENT	311100000	\$372.00 Tenant Rent (11/2022)
C-638690	122093	Past	12/01/2022	12/2022	RENT	311100000	\$372.00 Tenant Rent (12/2022)
C-641808	122093	Past	01/01/2023	01/2023	RENT	311100000	\$372.00 Tenant Rent (01/2023)
C-646755	122093	Past	02/10/2023	02/2023	DAMAGE	312003000	\$85.08 WO#33712 drip pans;range cleaning;refrigerator
C-637327	122093	Past	11/23/2022	11/2022	UTILITIE	312007000	\$13.89 Tenant's VA Gas bill paid by NNRHA.
C-637328	122093	Past	11/23/2022	11/2022	UTILITIE	312007000	\$18.98 Tenant's VA Gas bill paid by NNRHA.
C-637329	122093	Past	11/23/2022	11/2022	UTILITIE	312007000	\$18.98 Tenant's VA Gas bill paid by NNRHA.
C-637330	122093	Past	11/23/2022	11/2022	UTILITIE	312007000	\$68.66 Tenant's Dominion Energy bill paid by NNRHA.
C-637331	122093	Past	11/23/2022	11/2022	UTILITIE	312007000	\$17.70 Tenant's Dominion Energy bill paid by NNRHA.
C-640451	122093	Past	12/19/2022	12/2022	UTILITIE	312007000	\$20.68 Tenant's Dominion Energy bill paid by NNRHA.
Total For							\$5,113.97
2054306							
C-630847	122162	Past	10/01/2022	10/2022	RENT	311100000	\$70.00 RENT 10/1/2022 to 10/31/2022
C-633930	122162	Past	11/01/2022	11/2022	RENT	311100000	\$194.00 RENT 11/1/2022 to 11/30/2022
C-636421	122162	Past	12/01/2022	12/2022	RENT	311100000	\$194.00 RENT 12/1/2022 to 12/31/2022
C-640169	122162	Past	12/09/2022	12/2022	RENT	311100000	\$824.00 RENT Adj AR, 09/01/2022 to 12/31/2022
C-640171	122162	Past	01/01/2023	01/2023	RENT	311100000	\$206.00 RENT 1/1/2023 to 1/31/2023
C-642909	122162	Past	02/01/2023	02/2023	RENT	311100000	\$206.00 RENT 2/1/2023 to 2/28/2023
C-646699	122162	Past	02/09/2023	02/2023	RENT	311100000	\$160.00 RENT Adj AR, 01/01/2023 to 01/24/2023
C-645740	122162	Past	02/03/2023	02/2023	DAMAGE	312003000	\$127.67 WO#33589 refrigerator cleaning;range
Total For							\$1,981.67
2054294							
C-633919	122155	Past	11/01/2022	11/2022	RENT	311100000	\$180.00 RENT 11/1/2022 to 11/30/2022
C-636408	122155	Past	12/01/2022	12/2022	RENT	311100000	\$670.00 RENT 12/1/2022 to 12/31/2022
C-640156	122155	Past	12/09/2022	12/2022	RENT	311100000	\$487.00 RENT Adj IR, 12/01/2022 to 12/31/2022
C-640158	122155	Past	01/01/2023	01/2023	RENT	311100000	\$487.00 RENT 1/1/2023 to 1/31/2023
C-642900	122155	Past	02/01/2023	02/2023	RENT	311100000	\$487.00 RENT 2/1/2023 to 2/28/2023
C-646688	122155	Past	02/09/2023	02/2023	RENT	311100000	\$377.00 RENT Adj IR, 01/01/2023 to 01/24/2023
C-644177	122155	Past	01/30/2023	01/2023	DAMAGE	312003000	\$31.58 drip pans replaced
C-644178	122155	Past	01/30/2023	01/2023	DAMAGE	312003000	\$31.68 wall prep
C-644180	122155	Past	01/30/2023	01/2023	DAMAGE	312003000	\$31.48 Blinds
C-645739	122155	Past	02/03/2023	02/2023	DAMAGE	312003000	\$174.99 WO#33580 refrigerator cleaning;range
Total For							\$2,957.73
2054329							
C-649942	122133	Past	02/01/2023	03/2023	RENT	311100000	\$226.00 Tenant Rent 02/01/2023 to 02/28/2023
C-649943	122133	Past	03/01/2023	03/2023	RENT	311100000	\$728.00 Tenant Rent 03/01/2023 to 03/31/2023
Total For							\$954.00
2054301							
C-656844	122102	Past	06/01/2023	06/2023	RENT	311100000	\$9.00 RENT 6/1/2023 to 6/30/2023
C-658923	122102	Past	07/01/2023	07/2023	RENT	311100000	\$197.00 RENT 7/1/2023 to 7/31/2023
C-661985	122102	Past	07/10/2023	07/2023	RENT	311100000	\$171.00 RENT Adj IR, 06/01/2023 to 06/26/2023
Total For							\$377.00
2054344							
C-642941	122147	Past	01/06/2023	01/2023	DAMAGE	312003000	\$606.40 WO#32571 range;drip pans;refrigerator;clean
Total For							\$606.40
2054340							
C-642942	122101	Past	01/06/2023	01/2023	DAMAGE	312003000	\$36.00 WO#32790 drip pans;range cleaning;refrigerator
Total For							\$36.00
2045801							
C-649260	122135	Past	03/03/2023	03/2023	DAMAGE	312003000	\$346.60 WO#33651 drip pans;range cleaning;refrigerator
C-637262	122135	Past	11/21/2022	11/2022	UTILITIE	312007000	\$29.40 Tenant's Dominion Bill paid by NNRHA.

C-637263 122135 Past 11/21/2022 11/2022 UTILITIE 312007000 \$43.57 Tenant's Dominion Bill paid by NNRHA.

Total For **\$419.57**

Property Code	Charge Type	SubTotal
cvpress	DAMAGE	4,403.30
	RENT	33,235.07
	UTILIREC	258.00
	UTILITIE	231.86
	cvpress	38,128.23
	Grand Total	38,128.23

**Great Oaks Development Corporation
Board of Directors Meeting
January 16, 2024**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll Call
2. Approve Minutes of January 17, 2023 meeting
3. Election of Chairman and Vice Chairman
4. Affirm Appointment of President, Secretary and Treasurer
5. New Business
 - a. Consider Resolution approving Tenants' Accounts Receivable Charge-off, twelve months, ending September 30, 2023
6. Any other business to come before the Board
7. Adjourn

**Minutes of a Meeting of the
Great Oaks Development Corporation
January 17, 2023**

Having duly given public notice, the Board of Directors of the Great Oaks Development Corporation met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:19 a.m. on Tuesday, January 17, 2023.

Roll Call

The meeting was called to order by Chairman Penrose and those present were as follows:

Directors Present: Kenneth Penrose
 Lisa Wallace-Davis
 William Black – via Zoom
 George Knight
 Lou Call
 Barbara Holley

Also present: Raymond H. Suttle, Jr. – from NNRHA Board Room
 Kaufman & Canoles, P.C.

 Karen R. Wilds
 Executive Director

 Lysandra Shaw
 Deputy Executive Director

 Carl V. Williamson
 Director of Housing

 Valarie Ellis, Director
 Administrative Services

 Lisa Dessoify, Director
 Finance

 David Staley, Director
 Community Development

 Teresa Bennett
 Executive Assistant

 Justin Orie – from NNRHA Board Room
 NNRHA IT Department

 Tricia Wilson – via Zoom
 City of Newport News, Department of Development

 Jamesa Parker
 Legal Aid

**Approve Minutes of
January 18, 2022
Meeting**

Director Davis made a motion to approve the minutes of the January 18, 2022 meeting. The motion was seconded by Director Knight and passed with a unanimous vote.

**Election of Chairman
and Vice Chairman**

Director Knight made a motion to elect Mr. Penrose to the position of Chairman and Dr. Wallace-Davis to the position of Vice Chairman. The motion was seconded by Director Holley and passed with a unanimous vote.

**Affirm Appointment of
President, Secretary and
Treasurer**

Director Davis made a motion to affirm the appointment of Karen Wilds as President, Secretary and Treasurer. The motion was seconded by Director Knight and passed with a unanimous vote.

**A Resolution of the
Board of Directors
authorizing the Charge
Off of Tenants'
Accounts Receivable**

Ms. Wilds reported as of September 30, 2022, there are four accounts recommended for charge-off action with a total dollar value of \$1,145.98. This represents .25% of Great Oaks net rental revenue.

Director Davis made a motion to approve the resolution. Director Knight seconded the motion which passed with a unanimous vote. The resolution is attached to and made a part of these minutes.

**Update on Great Oaks
Development
Corporation**

Ms. Wilds reported that on December 31, 2021 the property had a balance of \$465,226 in replacement reserves, \$132,866 in operating reserves and an occupancy rate of 99%.

**Minutes of a Meeting of the
Great Oaks Development Corporation
January 17, 2023**

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:22 a.m.

President

5a

GREAT OAKS DEVELOPMENT CORPORATION

MEMORANDUM

DATE: January 10, 2024

TO: Board of Directors,
Great Oaks Development Corporation

FROM: Karen R. Wilds, President *KRW*

SUBJECT: Tenants' Accounts Receivable Charge-off, Twelve Months,
Ending September 30, 2023

The attached listing of proposed charge-offs of Tenants' Accounts Receivable is presented for your review and approval.

There are seven accounts recommended for charge-off action with a total dollar value of \$5,140.99. This represents .99% of Great Oaks Apartments net rental revenue. We budget 2% for bad debt at Great Oaks Apartments.

Last year, we charged off \$1,145.98 (four accounts).

Adoption of the attached resolution authorizing the charge-off in the total amount of \$5,140.99 for the twelve-month period ending September 30, 2023 is recommended.

KRW/LKD

Attachments

**A RESOLUTION OF THE
GREAT OAKS DEVELOPMENT CORPORATION
AUTHORIZING CHARGE OFF OF TENANTS'
ACCOUNTS RECEIVABLE**

WHEREAS, there has been presented to the Board of Directors of the GREAT OAKS DEVELOPMENT CORPORATION and attached hereto a listing of Charge Off for Tenants' Accounts Receivable for the twelve months ending September 30, 2023 for Great Oaks Apartments; and

WHEREAS, it is in the best interest of the Authority to pursue collection of said accounts:

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the GREAT OAKS DEVELOPMENT CORPORATION that the President be authorized to grant approval for the total charge-off of \$5,140.99 of tenant accounts receivable for the above stated property.

Tenant Unpaid Charges

Property=greatoak
Status = Past

Property Code	Control Number	Unit Code	Tenant Status	Date Occurred	Period	Charge Type	Account Number	Current Remark Owed
Property Code: greatoak t2054076								
C-648932	3024	Past	04/01/2023	04/2023	RENT	311100000	\$191.90	RENT 4/1/2023 to 4/30/2023
C-652098	3024	Past	04/04/2023	04/2023	RENT	311100000	\$126.00	RENT Adj AR, 04/01/2023 to 04/17/2023
C-652100	3024	Past	04/18/2023	04/2023	RENT	311100000	\$97.00	RENT Adj GR, 04/18/2023 to 04/30/2023
C-652102	3024	Past	05/01/2023	05/2023	RENT	311100000	\$223.00	RENT 5/1/2023 to 5/31/2023
C-654990	3024	Past	05/01/2023	05/2023	RENT	311100000	\$126.00	RENT Adj AR, 04/01/2023 to 04/17/2023
C-654992	3024	Past	05/01/2023	05/2023	RENT	311100000	\$82.00	RENT Adj GR, 04/18/2023 to 04/28/2023
Total For t2053973							\$845.90	
Property Code: t2053973								
C-648998	3058	Past	04/01/2023	04/2023	RENT	311100000	\$248.00	RENT 4/1/2023 to 4/30/2023
C-652354	3058	Past	04/04/2023	04/2023	RENT	311100000	\$141.00	RENT Adj AR, 04/01/2023 to 04/17/2023
C-652356	3058	Past	04/18/2023	04/2023	RENT	311100000	\$108.00	RENT Adj GR, 04/18/2023 to 04/30/2023
C-652358	3058	Past	05/01/2023	05/2023	RENT	311100000	\$248.00	RENT 5/1/2023 to 5/31/2023
C-655060	3058	Past	05/01/2023	05/2023	RENT	311100000	\$141.00	RENT Adj AR, 04/01/2023 to 04/17/2023
C-655062	3058	Past	05/01/2023	05/2023	RENT	311100000	\$91.00	RENT Adj GR, 04/18/2023 to 04/28/2023
C-633066	3058	Past	11/01/2022	11/2022	RENT	311100000	\$137.54	RENT 11/1/2022 to 11/30/2022
C-635670	3058	Past	12/01/2022	12/2022	RENT	311100000	\$248.00	RENT 12/1/2022 to 12/31/2022
C-638926	3058	Past	01/01/2023	01/2023	RENT	311100000	\$248.00	RENT 1/1/2023 to 1/31/2023
C-642073	3058	Past	02/01/2023	02/2023	RENT	311100000	\$248.00	RENT 2/1/2023 to 2/28/2023
C-645523	3058	Past	03/01/2023	03/2023	RENT	311100000	\$248.00	RENT 3/1/2023 to 3/31/2023
C-643197	3058	Past	01/10/2023	01/2023	LATE	312004000	\$24.80	LATE FEE FOR JAN.23
C-639328	3058	Past	12/06/2022	12/2022	LATE	312004000	\$49.60	October & November late fee
C-639330	3058	Past	12/06/2022	12/2022	LATE	312004000	\$24.80	December late fee
Total For 2053991							\$2,205.74	
Property Code: 2053991								
C-652394	3063	Past	04/04/2023	04/2023	RENT	311100000	\$13.10	RENT Adj AR, 04/01/2023 to 04/17/2023
C-652396	3063	Past	04/18/2023	04/2023	RENT	311100000	\$108.00	RENT Adj GR, 04/18/2023 to 04/30/2023
C-652398	3063	Past	05/01/2023	05/2023	RENT	311100000	\$248.00	RENT 5/1/2023 to 5/31/2023
C-655072	3063	Past	06/01/2023	06/2023	RENT	311100000	\$248.00	RENT 6/1/2023 to 6/30/2023
C-661557	3063	Past	08/01/2023	08/2023	RENT	311100000	\$248.00	RENT 8/1/2023 to 8/31/2023
C-663748	3063	Past	08/02/2023	08/2023	RENT	311100000	\$40.00	RENT Adj GR, 07/01/2023 to 07/05/2023
C-658348	3063	Past	07/01/2023	07/2023	RENT	311100000	\$248.00	RENT 7/1/2023 to 7/31/2023
Total For 054097							\$1,153.10	
Property Code: 054097								
C-652594	3088	Past	04/04/2023	04/2023	RENT	311100000	\$153.50	RENT Adj AR, 03/01/2023 to 03/29/2023
Total For 054062							\$153.50	
Property Code: 054062								
C-648990	3054	Past	03/02/2023	03/2023	RENT	311100000	\$60.47	RENT Adj GR, 02/01/2023 to 02/21/2023
Total For 053989							\$60.47	
Property Code: 053989								
C-661511	3038	Past	08/01/2023	08/2023	RENT	311100000	\$98.50	RENT 8/1/2023 to 8/31/2023
C-663700	3038	Past	09/01/2023	09/2023	RENT	311100000	\$248.00	RENT 9/1/2023 to 9/30/2023
C-666777	3038	Past	09/08/2023	09/2023	RENT	311100000	\$120.00	RENT Adj GR, 08/01/2023 to 08/15/2023
Total For 56501							\$466.50	
Property Code: 56501								
C-666153	3142	Past	09/01/2023	09/2023	RENT	311100000	\$184.46	Tenant Rent (09/2023)
C-664417	3142	Past	08/09/2023	08/2023	LATE	312004000	\$71.32	August 2023 late fee
Total For							\$255.78	

Property Code	Charge Type	SubTotal
greatoak	LATE	170.52
greatoak	RENT	4,970.47
greatoak	greatoak	5,140.99
greatoak	Grand Total	5,140.99

**Lassiter Courts Development Corporation
Board of Directors Meeting
January 16, 2024**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll Call
2. Approve Minutes of January 17, 2023 meeting
3. Election of Chairman and Vice Chairman
4. Affirm Appointment of President, Secretary and Treasurer
5. New Business
 - a. Consider Resolution approving Tenants' Accounts Receivable Charge-off, twelve Months, Ending September 30, 2023
6. Any other business to come before the Board
7. Adjourn

**Minutes of a Meeting of the
Lassiter Courts Development Corporation
January 17, 2023**

Having duly given public notice, the Board of Directors of the Lassiter Courts Development Corporation met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:22 a.m. on Tuesday, January 17, 2023.

Roll Call

The meeting was called to order by Chairman Penrose and those present were as follows:

Directors Present: Kenneth Penrose
 Lisa Wallace-Davis
 William Black – via Zoom
 George Knight
 Lou Call
 Barbara Holley

Also present: Raymond H. Suttle, Jr. – from NNRHA Board Room
 Kaufman & Canoles, P.C.

 Karen R. Wilds
 Executive Director

 Lysandra Shaw
 Deputy Executive Director

 Carl V. Williamson
 Director of Housing

 Valarie Ellis, Director
 Administrative Services

 Lisa Dessoffy, Director
 Finance

 David Staley, Director
 Community Development

 Teresa Bennett
 Executive Assistant

 Justin Orie – from NNRHA Board Room
 NNRHA IT Department

 Tricia Wilson – via Zoom
 City of Newport News, Department of Development

 Jamesa Parker
 Legal Aid

**Approve Minutes of
January 18, 2022
Meeting**

Director Davis made a motion to approve the minutes of the January 18, 2022 meeting. The motion was seconded by Director Knight and passed with a unanimous vote.

**Election of Chairman
and Vice Chairman**

Director Knight made a motion to elect Mr. Penrose to the position of Chairman and Dr. Wallace-Davis to the position of Vice Chairman. The motion was seconded by Director Holley and passed with a unanimous vote.

**Affirm Appointment of
President, Secretary and
Treasurer**

Director Davis made a motion to affirm the appointment of Karen Wilds as President, Secretary and Treasurer. The motion was seconded by Director Knight and passed with a unanimous vote.

**A Resolution of the
Board of Directors
authorizing the Charge
Off of Tenants'
Accounts Receivable**

Ms. Wilds reported as of September 30, 2022, there are four accounts recommended for charge-off action with a total dollar value of \$28,094.40. Recoveries from previously charged-off accounts are \$644.00 for the current fiscal year. This reduces our actual loss to \$27,450.40 this fiscal year representing 11.5% of Lassiter Courts Apartments net rental revenue.

Director Davis made a motion to approve the resolution. Director Knight seconded the motion which passed with a unanimous vote. The resolution is attached to and made a part of these minutes.

**Update on Lassiter
Courts Development
Corporation**

Ms. Wilds reported that on December 31, 2021 the property had a balance of \$58,135 in replacement reserves, \$290,015 in operating reserves and an occupancy rate of 100%.

**Minutes of a Meeting of the
Lassiter Courts Development Corporation
January 17, 2023**

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:26 a.m.

President

5a

LASSITER COURTS DEVELOPMENT CORPORATION

MEMORANDUM

DATE: January 10, 2024

TO: Board of Directors,
Lassiter Courts Development Corporation

FROM: Karen R. Wilds, President *KRW*

SUBJECT: Tenants' Accounts Receivable Charge-off, Twelve Months,
Ending September 30, 2023

The attached listing of proposed charge-offs of Tenants' Accounts Receivable is presented for your review and approval.

There are twenty-four accounts recommended for charge-off action with a total dollar value of \$72,053.12. This represents 37.1% of Lassiter Courts Apartments net rental revenue. We budget 2% for bad debt at Lassiter Courts.

The average amount per vacated account is \$3,002.21. Last year, we charged off \$28,094.40 (ten accounts).

Adoption of the attached resolution authorizing the charge-off in the total amount of \$72,053.12 for the twelve-month period ending September 30, 2023 is recommended.

KRW/LKD

Attachments

**A RESOLUTION OF THE
LASSITER COURTS DEVELOPMENT CORPORATION
AUTHORIZING CHARGE OFF OF TENANTS'
ACCOUNTS RECEIVABLE**

WHEREAS, there has been presented to the Board of Directors of the LASSITER COURTS DEVELOPMENT CORPORATION and attached hereto a listing of Charge Off for Tenants' Accounts Receivable for the twelve months ending September 30, 2023 for Lassiter Courts Apartments; and

WHEREAS, it is in the best interest of the Authority to pursue collection of said accounts:

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the LASSITER COURTS DEVELOPMENT CORPORATION that the President be authorized to grant approval for the total charge-off of \$72,053.12 of tenant accounts receivable for the above stated property.

Tenant Unpaid Charges

Property=Iassiter
Status = Past

Property Code	Control Number	Unit Code	Tenant Status	Date Occurred	Period	Charge Type	Account Number	Current Remark Owed
t2054446								
C-21932	172493	172493	Past	10/01/2019	10/2019	RENT	311100000	\$124.15 RENT Adj AR, 10/01/2019 to 10/31/2019
C-21934	172493	172493	Past	11/01/2019	11/2019	RENT	311100000	\$231.00 RENT 11/1/2019 to 11/30/2019
C-24710	172493	172493	Past	12/01/2019	12/2019	RENT	311100000	\$231.00 RENT 12/1/2019 to 12/31/2019
C-40371	172493	172493	Past	12/05/2019	12/2019	UTILITIE	312007000	\$75.23 Tenant VA Gas Bills paid by NNRHA. See Attachment
C-44980	172493	172493	Past	12/10/2019	12/2019	UTILITIE	312007000	\$313.43 Tenant Dominion Energy Bills paid by NNRHA. See attached
C-80240	172493	172493	Past	01/28/2020	01/2020	UTILITIE	312007000	\$54.63 Tenant VA GAS Bill was paid by NNRHA. See attached
C-80246	172493	172493	Past	01/28/2020	01/2020	UTILITIE	312007000	\$36.49 Tenant Dominion Energy Bill was paid by NNRHA. See attached
C-85779	172493	172493	Past	02/05/2020	01/2020	UTILITIE	312007000	\$53.73 Tenant VA Gas bill paid by NNRHA. See attached
C-110394	172493	172493	Past	03/10/2020	03/2020	UTILITIE	312007000	\$46.49 Tenant's VA Gas bill paid by NNRHA. See attached
C-636738	172493	172493	Past	11/07/2022	11/2022	UTILIREC	311201000	\$137.00 Util Recovery AR, 10/01/2022 to 11/30/2022
Total For t2055226								\$1,303.15
t2055226								
C-253785	172482	172482	Past	11/05/2020	11/2020	RENT	311100000	\$274.00 RENT Adj AR, 10/01/2020 to 11/30/2020
C-253787	172482	172482	Past	12/01/2020	12/2020	RENT	311100000	\$268.00 RENT 12/1/2020 to 12/31/2020
C-274287	172482	172482	Past	01/01/2021	01/2021	RENT	311100000	\$268.00 RENT 1/1/2021 to 1/31/2021
C-292654	172482	172482	Past	02/01/2021	02/2021	RENT	311100000	\$268.00 RENT 2/1/2021 to 2/28/2021
C-311030	172482	172482	Past	03/01/2021	03/2021	RENT	311100000	\$268.00 RENT 3/1/2021 to 3/31/2021
C-328696	172482	172482	Past	04/01/2021	04/2021	RENT	311100000	\$268.00 RENT 4/1/2021 to 4/30/2021
C-346066	172482	172482	Past	05/01/2021	05/2021	RENT	311100000	\$268.00 RENT 5/1/2021 to 5/31/2021
C-365827	172482	172482	Past	06/01/2021	06/2021	RENT	311100000	\$268.00 RENT 6/1/2021 to 6/30/2021
C-383614	172482	172482	Past	07/01/2021	07/2021	RENT	311100000	\$268.00 RENT 7/1/2021 to 7/31/2021
C-402598	172482	172482	Past	08/01/2021	08/2021	RENT	311100000	\$268.00 RENT 8/1/2021 to 8/31/2021
C-423467	172482	172482	Past	09/01/2021	09/2021	RENT	311100000	\$268.00 RENT 9/1/2021 to 9/30/2021
C-633404	172482	172482	Past	10/08/2022	10/2022	RENT	311100000	\$160.00 RENT Adj IR, 05/01/2022 to 09/30/2022
C-633402	172482	172482	Past	10/08/2022	10/2022	UTILIREC	311201000	\$122.00 Util Recovery AR, 05/01/2022 to 10/31/2022
Total For t2055585								\$3,236.00
t2055585								
C-511711	172449	172449	Past	01/01/2022	01/2022	RENT	311100000	\$271.40 Tenant Rent (01/2022)
C-530547	172449	172449	Past	02/01/2022	02/2022	RENT	311100000	\$752.00 Tenant Rent (02/2022)
C-548010	172449	172449	Past	03/01/2022	03/2022	RENT	311100000	\$752.00 Tenant Rent (03/2022)
C-556211	172449	172449	Past	01/01/2022	03/2022	RENT	311100000	\$25.00 Rent adj. 01/01/2022-01/31/2022
C-556213	172449	172449	Past	02/01/2022	03/2022	RENT	311100000	\$16.00 Rent adj. 02/01/2022-02/28/2022
C-556215	172449	172449	Past	03/01/2022	03/2022	RENT	311100000	\$16.00 Rent adj. 03/01/2022-03/31/2022
C-567854	172449	172449	Past	04/01/2022	04/2022	RENT	311100000	\$24.72 Tenant Rent (04/2022) 1 day
C-571307	172449	172449	Past	04/07/2022	04/2022	RENT	311100000	\$150.00 RENT Adj IC, 08/01/2021 to 01/31/2022
C-571309	172449	172449	Past	04/07/2022	04/2022	RENT	311100000	\$48.00 RENT Adj AR, 02/01/2022 to 04/30/2022
C-571311	172449	172449	Past	05/01/2022	05/2022	RENT	311100000	\$16.00 RENT 5/1/2022 to 5/31/2022

C-591373	172449	Past	06/01/2022	06/2022	RENT	311100000	\$16.00 RENT 6/1/2022 to 6/30/2022
C-610314	172449	Past	07/01/2022	07/2022	RENT	311100000	\$16.00 RENT 7/1/2022 to 7/31/2022
C-625367	172449	Past	08/01/2022	08/2022	RENT	311100000	\$16.00 RENT 8/1/2022 to 8/31/2022
C-628074	172449	Past	09/01/2022	09/2022	RENT	311100000	\$16.00 RENT 9/1/2022 to 9/30/2022
C-630485	172449	Past	10/01/2022	10/2022	RENT	311100000	\$16.00 RENT 10/1/2022 to 10/31/2022
C-633341	172449	Past	11/01/2022	11/2022	RENT	311100000	\$16.00 RENT 11/1/2022 to 11/30/2022
C-636675	172449	Past	12/01/2022	12/2022	RENT	311100000	\$16.00 RENT 12/1/2022 to 12/31/2022
C-639449	172449	Past	12/07/2022	12/2022	RENT	311100000	\$15.00 RENT Adj AR, 11/01/2022 to 11/29/2022
Total For							\$2,198.12
2054464							
C-552537	172469	Past	10/01/2021	03/2022	RENT	311100000	\$506.03 Retro charge
C-552538	172469	Past	11/01/2021	03/2022	RENT	311100000	\$935.00 Retro charge
C-552539	172469	Past	12/01/2021	03/2022	RENT	311100000	\$935.00 Retro charge
C-552540	172469	Past	01/01/2022	03/2022	RENT	311100000	\$935.00 Retro charge
C-552541	172469	Past	02/01/2022	03/2022	RENT	311100000	\$935.00 Retro charge
C-552542	172469	Past	03/01/2022	03/2022	RENT	311100000	\$935.00 Retro charge
C-629916	172469	Past	04/01/2022	09/2022	RENT	311100000	\$935.00 Rent 4/1/2022 to 4/30/2022
C-629917	172469	Past	05/01/2022	09/2022	RENT	311100000	\$935.00 Rent 05/01/2022 to 05/31/2022
C-629918	172469	Past	06/01/2022	09/2022	RENT	311100000	\$935.00 Rent 06/01/2022 to 06/30/2022
C-629919	172469	Past	07/01/2022	09/2022	RENT	311100000	\$935.00 Rent 07/01/2022 to 07/31/2022
C-629920	172469	Past	08/01/2022	09/2022	RENT	311100000	\$935.00 Rent 08/01/2022 to 08/31/2022
C-629921	172469	Past	09/01/2022	09/2022	RENT	311100000	\$935.00 Rent 09/01/2022 to 09/30/2022
C-633519	172469	Past	10/01/2022	10/2022	RENT	311100000	\$935.00 Rent 10/1/2022 to 10/31/2022
C-636426	172469	Past	11/01/2022	11/2022	RENT	311100000	\$935.00 Rent 11/1/2022 to 11/30/2022
C-554362	172469	Past	03/11/2022	03/2022	DAMAGE	312003000	\$140.00 WO# 24768 Replaced damage/missing blinds and window screens
C-552535	172469	Past	03/09/2022	03/2022	UTILIREC	311201000	\$636.00 Util Recovery IR, 10/01/2021 to 03/31/2022
Total For							\$13,437.03
055749							
C-605007	172434	Past	06/01/2022	06/2022	RENT	311100000	\$160.56 Tenant Rent (06/2022)
C-624149	172434	Past	07/01/2022	07/2022	RENT	311100000	\$674.00 Tenant Rent (07/2022)
C-624585	172434	Past	06/01/2022	07/2022	RENT	311100000	\$663.00 Rent (06/2022)
C-624587	172434	Past	07/01/2022	07/2022	RENT	311100000	\$663.00 Rent (07/2022)
C-626864	172434	Past	08/01/2022	08/2022	RENT	311100000	\$663.00 Tenant Rent (08/2022)
C-629787	172434	Past	09/01/2022	09/2022	RENT	311100000	\$663.00 Tenant Rent (09/2022)
C-632656	172434	Past	10/01/2022	10/2022	RENT	311100000	\$663.00 Tenant Rent (10/2022)
C-635536	172434	Past	11/01/2022	11/2022	RENT	311100000	\$663.00 Tenant Rent (11/2022)
C-457913	172434	Past	10/05/2021	10/2021	UTILIREC	311201000	\$264.00 Util Recovery IC, 09/01/2021 to 10/31/2021
Total For							\$5,076.56
055822							
C-610243	172410	Past	07/01/2022	07/2022	RENT	311100000	\$326.00 RENT 7/1/2022 to 7/31/2022
C-625312	172410	Past	08/01/2022	08/2022	RENT	311100000	\$399.00 RENT 8/1/2022 to 8/31/2022
C-628018	172410	Past	09/01/2022	09/2022	RENT	311100000	\$399.00 RENT 9/1/2022 to 9/30/2022

C-630424	172410	Past	10/01/2022	10/2022	RENT	311100000	\$399.00 RENT 10/1/2022 to 10/31/2022
C-662386	172410	Past	07/24/2023	07/2023	UTILIREC	311201000	\$100.00 Util Recovery AR, 06/01/2023 to 07/31/2023
Total For							\$1,623.00
2055548							
C-628800	172472	Past	08/01/2022	08/2022	RENT	311100000	\$670.22 Rent 08/2022
C-631144	172472	Past	09/01/2022	09/2022	RENT	311100000	\$744.00 Rent 9/1/2022 to 9/30/2022
C-637704	172472	Past	11/28/2022	11/2022	RENT	311100000	\$73.38 Tenant Rent (11/2022) 3 days
C-637715	172472	Past	10/01/2022	11/2022	RENT	311100000	\$744.00 Rent 10/1/2022 to 10/31/2022
C-637717	172472	Past	11/01/2022	11/2022	RENT	311100000	\$744.00 Rent 11/1/2022 to 11/30/2022
C-637720	172472	Past	12/01/2022	11/2022	RENT	311100000	\$744.00 Rent 12/1/2022 to 12/31/2022
C-639299	172472	Past	10/01/2022	12/2022	RENT	311100000	\$476.00 Rent 10/1/2022 to 10/31/2022
C-639300	172472	Past	11/01/2022	12/2022	RENT	311100000	\$476.00 Rent 11/1/2022 to 11/30/2022
C-639301	172472	Past	12/01/2022	12/2022	RENT	311100000	\$476.00 Rent 12/1/2022 to 12/31/2022
C-639306	172472	Past	11/01/2022	12/2022	RENT	311100000	\$47.60 Late Fee 11/2022
C-639481	172472	Past	12/07/2022	12/2022	RENT	311100000	\$1,428.00 RENT Adj IC, 10/01/2022 to 12/31/2022
C-639483	172472	Past	01/01/2023	01/2023	RENT	311100000	\$476.00 RENT 1/1/2023 to 1/31/2023
C-643145	172472	Past	02/01/2023	02/2023	RENT	311100000	\$476.00 RENT 2/1/2023 to 2/28/2023
C-645924	172472	Past	03/01/2023	03/2023	RENT	311100000	\$476.00 RENT 3/1/2023 to 3/31/2023
C-649386	172472	Past	03/03/2023	03/2023	RENT	311100000	\$153.00 RENT Adj IC, 02/01/2023 to 02/09/2023
C-645286	172472	Past	02/01/2023	02/2023	UTILITIE	312007000	\$80.37 Tenant's VA Gas bill paid by NNRHA.
C-645287	172472	Past	02/01/2023	02/2023	UTILITIE	312007000	\$57.90 Tenant's VA Gas bill paid by NNRHA.
C-645288	172472	Past	02/01/2023	02/2023	UTILITIE	312007000	\$42.14 Tenant's VA Gas bill paid by NNRHA.
C-645289	172472	Past	02/01/2023	02/2023	UTILITIE	312007000	\$25.30 Tenant's VA Gas bill paid by NNRHA.
C-645290	172472	Past	02/01/2023	02/2023	UTILITIE	312007000	\$22.42 Tenant's VA Gas bill paid by NNRHA.
C-645291	172472	Past	02/01/2023	02/2023	UTILITIE	312007000	\$65.44 Tenant's VA Gas bill paid by NNRHA.
C-645292	172472	Past	02/01/2023	02/2023	UTILITIE	312007000	\$118.40 Tenant's VA Gas bill paid by NNRHA.
C-645293	172472	Past	02/01/2023	02/2023	UTILITIE	312007000	\$17.63 Tenant's HRSD bill paid by NNRHA.
C-645294	172472	Past	02/01/2023	02/2023	UTILITIE	312007000	\$18.75 Tenant's HRSD bill paid by NNRHA.
C-645295	172472	Past	02/01/2023	02/2023	UTILITIE	312007000	\$18.05 Tenant's HRSD bill paid by NNRHA.
C-645296	172472	Past	02/01/2023	02/2023	UTILITIE	312007000	\$10.32 Tenant's HRSD bill paid by NNRHA.
C-645297	172472	Past	02/01/2023	02/2023	UTILITIE	312007000	\$9.30 Tenant's HRSD bill paid by NNRHA.
C-645298	172472	Past	02/01/2023	02/2023	UTILITIE	312007000	\$9.30 Tenant's HRSD bill paid by NNRHA.
C-645299	172472	Past	02/01/2023	02/2023	UTILITIE	312007000	\$9.04 Tenant's HRSD bill paid by NNRHA.
C-645300	172472	Past	02/01/2023	02/2023	UTILITIE	312007000	\$13.61 Tenant's HRSD bill paid by NNRHA.
C-645301	172472	Past	02/01/2023	02/2023	UTILITIE	312007000	\$49.52 Tenant's NNWW bill paid by NNRHA.
C-645302	172472	Past	02/01/2023	02/2023	UTILITIE	312007000	\$39.71 Tenant's NNWW bill paid by NNRHA.
C-645303	172472	Past	02/01/2023	02/2023	UTILITIE	312007000	\$33.43 Tenant's NNWW bill paid by NNRHA.
C-645304	172472	Past	02/01/2023	02/2023	UTILITIE	312007000	\$28.63 Tenant's NNWW bill paid by NNRHA.
C-645305	172472	Past	02/01/2023	02/2023	UTILITIE	312007000	\$23.30 Tenant's NNWW bill paid by NNRHA.
C-645306	172472	Past	02/01/2023	02/2023	UTILITIE	312007000	\$26.06 Tenant's NNWW bill paid by NNRHA.

C-645307	172472	Past	02/01/2023	02/2023	UTILITIE	312007000	\$29.09	Tenant's NNWW bill paid by NNRHA.
C-645308	172472	Past	02/01/2023	02/2023	UTILITIE	312007000	\$36.68	Tenant's NNWW bill paid by NNRHA.
C-645309	172472	Past	02/01/2023	02/2023	UTILITIE	312007000	\$37.39	Tenant's NNWW bill paid by NNRHA.
C-645310	172472	Past	02/01/2023	02/2023	UTILITIE	312007000	\$36.26	Tenant's NNWW bill paid by NNRHA.
C-646023	172472	Past	02/07/2023	02/2023	UTILITIE	312007000	\$150.21	Tenant's VA Gas bill paid by NNRHA. Bill date 1/30/23
C-646024	172472	Past	02/07/2023	02/2023	UTILITIE	312007000	\$41.20	Tenant's NNWW bill paid by NNRHA. Bill date 2/2/23
C-646025	172472	Past	02/07/2023	02/2023	UTILITIE	312007000	\$22.51	Tenant's HRSD bill paid by NNRHA. Bill date 2/2/23
Total For 2054441							\$9,276.16	
C-643133	172462	Past	02/01/2023	02/2023	RENT	311100000	\$263.00	RENT 2/1/2023 to 2/28/2023
C-645744	172462	Past	12/01/2022	02/2023	RENT	311100000	\$8.99	Rent 12/1/2022 to 12/31/2022
C-645745	172462	Past	01/01/2023	02/2023	RENT	311100000	\$1,008.00	Rent 01/01/2023 to 01/31/2023
C-656933	172462	Past	03/01/2023	05/2023	RENT	311100000	\$1,008.00	Rent 03/01/2023 to 03/31/2023
C-656934	172462	Past	04/01/2023	05/2023	RENT	311100000	\$1,008.00	Rent 04/01/2023 to 04/30/2023
C-656935	172462	Past	05/01/2023	05/2023	RENT	311100000	\$1,008.00	Rent 05/01/2023 to 05/31/2023
C-658734	172462	Past	06/01/2023	06/2023	RENT	311100000	\$1,008.00	Rent 06/01/2023 to 06/30/2023
C-661380	172462	Past	07/01/2023	07/2023	RENT	311100000	\$1,008.00	Tenant Rent (07/2023)
Total For 2056804							\$6,319.99	
C-645844	172416	Past	03/01/2023	03/2023	RENT	311100000	\$89.80	RENT 3/1/2023 to 3/31/2023
C-649304	172416	Past	03/03/2023	03/2023	RENT	311100000	\$121.00	RENT Adj MI, 02/01/2023 to 02/14/2023
Total For 2055750							\$210.80	
C-645872	172436	Past	03/01/2023	03/2023	RENT	311100000	\$11.80	RENT 3/1/2023 to 3/31/2023
C-649341	172436	Past	03/03/2023	03/2023	RENT	311100000	\$42.00	RENT Adj AR, 02/01/2023 to 02/14/2023
Total For 2055764							\$53.80	
C-655996	172419	Past	05/04/2023	05/2023	RENT	311100000	\$2,905.05	RETRO Rent Charge. Tenant had unreported income. Retro rent applied for months Feb 2023
C-657353	172419	Past	06/01/2023	06/2023	RENT	311100000	\$1,061.00	Tenant Rent (06/2023)
C-661372	172419	Past	07/01/2023	07/2023	RENT	311100000	\$1,061.00	Tenant Rent (07/2023)
C-663505	172419	Past	08/01/2023	08/2023	RENT	311100000	\$1,061.00	Tenant Rent (08/2023)
Total For 2055821							\$6,088.05	
C-656149	172413	Past	06/01/2023	06/2023	RENT	311100000	\$40.57	RENT 6/1/2023 to 6/30/2023
Total For 2054428							\$40.57	
C-656292	172476	Past	12/01/2022	05/2023	RENT	311100000	\$801.88	Rent 12/01/2022 to 12/31/2022
C-656293	172476	Past	01/01/2023	05/2023	RENT	311100000	\$847.00	Rent 01/01/2023 to 01/31/2023
C-656294	172476	Past	02/01/2023	05/2023	RENT	311100000	\$418.00	Rent 02/01/2023 to 02/28/2023
C-656295	172476	Past	03/01/2023	05/2023	RENT	311100000	\$418.00	Rent 03/01/2023 to 03/31/2023
C-656296	172476	Past	04/01/2023	05/2023	RENT	311100000	\$418.00	Rent 4/1/2023 to 04/30/2023
C-656297	172476	Past	05/01/2023	05/2023	RENT	311100000	\$418.00	Rent 05/01/2023 to 05/31/2023
C-662145	172476	Past	06/01/2023	07/2023	RENT	311100000	\$418.00	Rent 06/01/2023 to 06/30/2023
C-662333	172476	Past	07/21/2023	07/2023	RENT	311100000	\$2,090.00	RENT Adj IC, 02/01/2023 to 06/30/2023
C-662335	172476	Past	07/01/2023	07/2023	RENT	311100000	\$418.00	RENT 7/1/2023 to 7/31/2023

C-662468	172476	Past	08/01/2023	08/2023	RENT	311100000	\$418.00 RENT 8/1/2023 to 8/31/2023
C-664605	172476	Past	08/14/2023	08/2023	RENT	311100000	\$229.00 RENT Adj IC, 07/01/2023 to 07/17/2023
Total For t2055547							\$6,893.88
C-658637	172445	Past	04/01/2023	06/2023	RENT	311100000	\$115.12 Rent 04/01/2023 to 04/30/2023
C-658638	172445	Past	05/01/2023	06/2023	RENT	311100000	\$741.00 Ren 05/01/2023 to 05/31/2023
C-658639	172445	Past	06/01/2023	06/2023	RENT	311100000	\$741.00 Rent 06/01/2023 to 06/30/2023
C-661376	172445	Past	07/01/2023	07/2023	RENT	311100000	\$24.36 Tenant Rent (07/2023) 1 day
C-661377	172445	Past	07/01/2023	07/2023	RENT	311100000	\$783.00 Tenant Rent (07/2023)
C-663509	172445	Past	08/01/2023	08/2023	RENT	311100000	\$783.00 Tenant Rent (08/2023)
C-666160	172445	Past	09/01/2023	09/2023	RENT	311100000	\$783.00 Tenant Rent (09/2023)
Total For t2055472							\$3,970.48
C-658753	172499	Past	05/01/2023	06/2023	RENT	311100000	\$518.74 Rent 05/01/2023 to 05/31/2023
C-658754	172499	Past	06/01/2023	06/2023	RENT	311100000	\$562.00 Rent 06/01/2023 to 06/30/2023
C-661389	172499	Past	07/01/2023	07/2023	RENT	311100000	\$562.00 Tenant Rent (07/2023)
C-663520	172499	Past	08/01/2023	08/2023	RENT	311100000	\$562.00 Tenant Rent (08/2023)
C-666173	172499	Past	09/01/2023	09/2023	RENT	311100000	\$562.00 Tenant Rent (09/2023)
Total For t2055719							\$2,766.74
C-658755	172501	Past	03/03/2023	06/2023	RENT	311100000	\$1,400.39 Unreported income discovered during the processing of her 2023 annual cert resulting in 8
C-658756	172501	Past	04/01/2023	06/2023	RENT	311100000	\$703.00 Rent 04/01/2023 to 04/30/2023
C-658757	172501	Past	05/01/2023	06/2023	RENT	311100000	\$703.00 Rent 05/01/2023 to 05/31/2023
C-658759	172501	Past	06/01/2023	06/2023	RENT	311100000	\$703.00 Rent 06/01/2023 to 06/30/2023
C-661390	172501	Past	07/01/2023	07/2023	RENT	311100000	\$703.00 Tenant Rent (07/2023)
C-662631	172501	Past	06/01/2023	07/2023	RENT	311100000	\$113.00 Rent 06/01/2023 to 06/30/2023
C-662632	172501	Past	07/01/2023	07/2023	RENT	311100000	\$113.00 Rent 07/01/2023 to 07/31/2023
C-662633	172501	Past	08/01/2023	07/2023	RENT	311100000	\$113.00 Rent 08/01/2023 to 08/31/2023
C-664635	172501	Past	08/14/2023	08/2023	RENT	311100000	\$339.00 RENT Adj IC, 06/01/2023 to 08/31/2023
C-664637	172501	Past	09/01/2023	09/2023	RENT	311100000	\$113.00 RENT 9/1/2023 to 9/30/2023
Total For t2056778							\$5,003.39
C-661379	172457	Past	07/01/2023	07/2023	RENT	311100000	\$307.00 Tenant Rent (07/2023)
C-663511	172457	Past	08/01/2023	08/2023	RENT	311100000	\$870.00 Tenant Rent (08/2023)
C-666162	172457	Past	09/01/2023	09/2023	RENT	311100000	\$870.00 Tenant Rent (09/2023)
Total For t2055735							\$2,047.00
C-663507	172442	Past	08/01/2023	08/2023	RENT	311100000	\$222.47 Tenant Rent (08/2023)
C-666158	172442	Past	09/01/2023	09/2023	RENT	311100000	\$728.00 Tenant Rent (09/2023)
Total For t2054427							\$950.47
C-666170	172485	Past	09/01/2023	09/2023	RENT	311100000	\$244.50 Tenant Rent (09/2023)
Total For t2054451							\$244.50
C-666172	172497	Past	09/01/2023	09/2023	RENT	311100000	\$23.77 Tenant Rent (09/2023)
Total For t2055403							\$23.77

C-667153	172406	Past	08/01/2023	09/2023	RENT	311100000	\$487.00	Rent 08/01/2023 to 08/31/2023
C-667154	172406	Past	09/01/2023	09/2023	RENT	311100000	\$487.00	Rent 09/01/2023 to 09/30/2023
Total For t2057220							\$974.00	
C-653497	172435	Past	04/11/2023	04/2023	UTILITIE	312007000	\$1.58	Tenant's Dominion Energy bill paid by NNRHA. Bill date 4/4/23
C-661933	172435	Past	07/10/2023	07/2023	UTILITIE	312007000	\$30.60	Tenant's Dominion Energy bill paid by NNRHA
C-661934	172435	Past	07/10/2023	07/2023	UTILITIE	312007000	\$23.10	Tenant's Dominion Energy bill paid by NNRHA
C-661935	172435	Past	07/10/2023	07/2023	UTILITIE	312007000	\$28.05	Tenant's Dominion Energy bill paid by NNRHA
C-661939	172435	Past	07/10/2023	07/2023	UTILITIE	312007000	\$24.14	Tenant's VA GAS Bill paid by NNRHA
C-661940	172435	Past	07/10/2023	07/2023	UTILITIE	312007000	\$20.70	Tenant's VA GAS Bill paid by NNRHA
C-664301	172435	Past	08/07/2023	08/2023	UTILITIE	312007000	\$22.28	Tenant's VA Gas bill paid by NNRHA. Bill date 7/31/2023
C-664339	172435	Past	08/08/2023	08/2023	UTILITIE	312007000	\$32.21	Tenant's Dominion Energy Bill paid by NNRHA. Bill date 8/2/23
C-667057	172435	Past	09/08/2023	09/2023	UTILIREC	311201000	\$50.00	Util Recovery MI, 08/01/2023 to 09/30/2023
Total For t2055584							\$232.66	
C-645888	172448	Past	02/03/2023	02/2023	UTILIREC	311201000	\$50.00	Util Recovery IR, 01/01/2023 to 02/28/2023
Total For t2055751							\$50.00	
C-649332	172432	Past	03/03/2023	03/2023	UTILIREC	311201000	\$33.00	Util Recovery AR, 02/01/2023 to 03/31/2023
Total For							\$33.00	

Property Code	Charge Type	SubTotal
lassiter	DAMAGE	140.00
	RENT	68,686.50
	UTILIREC	1,392.00
	UTILITIE	1,834.62
	lassiter	72,053.12
	Grand Total	72,053.12

**Lower Jefferson Avenue Development Corporation
Board of Directors Meeting
January 16, 2024**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll call
2. Approval of Minutes of January 17, 2023
3. Election of Chairman and Vice Chairman
4. Affirm appointment of President, Secretary and Treasurer
5. New Business
 - a. Consider Resolution approving Tenants' Accounts Receivable Charge-off, twelve months, ending September 30, 2023
6. Any other business to come before the Board
7. Adjourn

**Minutes of a Meeting of the
Lower Jefferson Avenue Development Corporation
January 17, 2023**

Having duly given public notice, the Board of Directors of the Lower Jefferson Avenue Development Corporation met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:30 a.m. on Tuesday, January 17, 2023.

Roll Call

The meeting was called to order by Chairman Penrose and those present were as follows:

Directors Present: Kenneth Penrose
 Lisa Wallace-Davis
 William Black – via Zoom
 George Knight
 Lou Call
 Barbara Holley

Also present: Raymond H. Suttle, Jr. – from NNRHA Board Room
 Kaufman & Canoles, P.C.

 Karen R. Wilds
 Executive Director

 Lysandra Shaw
 Deputy Executive Director

 Carl V. Williamson
 Director of Housing

 Valarie Ellis, Director
 Administrative Services

 Lisa Dessoify, Director
 Finance

 David Staley, Director
 Community Development

 Teresa Bennett
 Executive Assistant

 Justin Orié – from NNRHA Board Room
 NNRHA IT Department

 Tricia Wilson – via Zoom
 City of Newport News, Department of Development

 Jamesa Parker
 Legal Aid

**Approve Minutes of
January 18, 2022
Meeting**

Director Davis made a motion to approve the minutes of the January 18, 2022 meeting. The motion was seconded by Director Knight and passed with a unanimous vote.

**Election of Chairman
and Vice Chairman**

Director Knight made a motion to elect Mr. Penrose to the position of Chairman and Dr. Wallace-Davis to the position of Vice Chairman. The motion was seconded by Director Holley and passed with a unanimous vote.

**Affirm Appointment of
President, Secretary and
Treasurer**

Director Davis made a motion to affirm the appointment of Karen Wilds as President, Secretary and Treasurer. The motion was seconded by Director Knight and passed with a unanimous vote.

**Update on Lower
Jefferson Avenue
Development
Corporation**

Ms. Wilds reported this property is known as Jefferson Brookville and had a major painting renovation this past year. On December 31, 2021 the property had a balance of \$66,748 in replacement reserves, \$105,376 in operating reserves and an occupancy rate of 98%.

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:33 a.m.

President

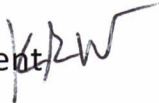
5a

LOWER JEFFERSON AVENUE DEVELOPMENT CORPORATION

MEMORANDUM

DATE: January 9, 2024

TO: Board of Directors,
Lower Jefferson Avenue Development Corporation

FROM: Karen R. Wilds, President 

SUBJECT: Tenants' Accounts Receivable Charge-off, Twelve Months,
Ending September 30, 2023

The attached listing of proposed charge-offs of Tenants' Accounts Receivable is presented for your review and approval.

There are nine accounts recommended for charge-off action with a total dollar value of \$44,020.43. This represents 18.4% of Jefferson Brookville Apartments net rental revenue. We budget 2% for bad debt at Jefferson Brookville Apartments.

Last year, we did not charge off any accounts.

Adoption of the attached resolution authorizing the charge-off in the total amount of \$44,020.43 for the twelve-month period ending September 30, 2023 is recommended.

KRW/LKD

Attachments

**A RESOLUTION OF THE
LOWER JEFFERSON AVENUE DEVELOPMENT CORPORATION
AUTHORIZING CHARGE OFF OF TENANTS'
ACCOUNTS RECEIVABLE**

WHEREAS, there has been presented to the Board of Directors of the Lower Jefferson Avenue DEVELOPMENT CORPORATION and attached hereto a listing of Charge Off for Tenants' Accounts Receivable for the twelve months ending September 30, 2023 for Jefferson Brookville Apartments; and

WHEREAS, it is in the best interest of the Authority to pursue collection of said accounts:

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Lower Jefferson Avenue DEVELOPMENT CORPORATION that the President be authorized to grant approval for the total charge-off of \$44,020.43 of tenant accounts receivable for the above stated property.

Tenant Unpaid Charges

Property=jbrook
Status = Past

Property Code	Control Number	Unit Code	Tenant Status	Date Occurred	Period	Charge Type	Account Number	Current Owed	Remark
jbrook									
t2055665									
	C-132743	2206	Past	12/31/2019	12/2019	LATE	312004000	\$24.91	Balance forward-Landmark
	C-132744	2206	Past	12/31/2019	12/2019	UTILIREC	311201000	\$204.41	Balance forward-Landmark
	C-626933	2206	Past	08/01/2022	08/2022	RENT	311100000	\$246.57	Tenant Rent (08/2022)
	C-629856	2206	Past	09/01/2022	09/2022	RENT	311100000	\$779.00	Tenant Rent (09/2022)
	C-629934	2206	Past	07/31/2022	09/2022	LATE	312004000	\$77.90	Late Fee 07/2022
	C-629935	2206	Past	08/31/2022	09/2022	LATE	312004000	\$77.90	Late Fee 08/2022
	C-632726	2206	Past	10/01/2022	10/2022	RENT	311100000	\$779.00	Tenant Rent (10/2022)
	C-633223	2206	Past	09/06/2022	10/2022	LATE	312004000	\$77.90	Late Fee 09/2022
	C-634011	2206	Past	10/06/2022	10/2022	LATE	312004000	\$77.90	Late Fee 10/2022
	C-635455	2206	Past	11/01/2022	11/2022	RENT	311100000	\$779.00	Tenant Rent (11/2022)
	C-638770	2206	Past	12/01/2022	12/2022	RENT	311100000	\$779.00	Tenant Rent (12/2022)
	C-639589	2206	Past	12/06/2022	12/2022	LATE	312004000	\$77.90	LATE FEE 12/2022
	C-641891	2206	Past	01/01/2023	01/2023	RENT	311100000	\$779.00	Tenant Rent (01/2023)
	C-645187	2206	Past	02/01/2023	02/2023	RENT	311100000	\$779.00	Tenant Rent (02/2023)
	C-647900	2206	Past	02/27/2023	02/2023	UTILITIE	312007000	\$154.01	Tenant's Dominion Energy Bill paid by NNRHA.

Total For								\$5,693.40	
t2055667									

	C-143317	2208	Past	05/01/2020	05/2020	RENT	311100000	\$50.82	Tenant Rent (05/2020)
	C-160012	2208	Past	06/01/2020	06/2020	RENT	311100000	\$336.00	Tenant Rent (06/2020)
	C-176196	2208	Past	07/01/2020	07/2020	RENT	311100000	\$336.00	Tenant Rent (07/2020)
	C-196813	2208	Past	08/01/2020	08/2020	RENT	311100000	\$336.00	Tenant Rent (08/2020)
	C-214998	2208	Past	09/01/2020	09/2020	RENT	311100000	\$336.00	Tenant Rent (09/2020)
	C-249340	2208	Past	10/01/2020	10/2020	RENT	311100000	\$225.00	Tenant Rent 10/01/2020 to 10/31/2020
	C-251418	2208	Past	11/01/2020	11/2020	RENT	311100000	\$225.00	Tenant Rent (11/2020)
	C-269371	2208	Past	12/01/2020	12/2020	RENT	311100000	\$225.00	Tenant Rent (12/2020)
	C-288545	2208	Past	01/01/2021	01/2021	RENT	311100000	\$225.00	Tenant Rent (01/2021)
	C-306722	2208	Past	02/01/2021	02/2021	RENT	311100000	\$225.00	Tenant Rent (02/2021)
	C-324635	2208	Past	03/01/2021	03/2021	RENT	311100000	\$225.00	Tenant Rent (03/2021)
	C-343744	2208	Past	04/01/2021	04/2021	RENT	311100000	\$225.00	Tenant Rent (04/2021)
	C-362296	2208	Past	05/01/2021	05/2021	RENT	311100000	\$225.00	Tenant Rent (05/2021)
	C-380900	2208	Past	06/01/2021	06/2021	RENT	311100000	\$225.00	Tenant Rent (06/2021)
	C-399918	2208	Past	07/01/2021	07/2021	RENT	311100000	\$225.00	Tenant Rent (07/2021)
	C-418465	2208	Past	08/01/2021	08/2021	RENT	311100000	\$225.00	Tenant Rent (08/2021)
	C-437352	2208	Past	09/01/2021	09/2021	RENT	311100000	\$225.00	Tenant Rent (09/2021)
	C-455815	2208	Past	10/01/2021	10/2021	RENT	311100000	\$225.00	Tenant Rent (10/2021)
	C-474339	2208	Past	11/01/2021	11/2021	RENT	311100000	\$225.00	Tenant Rent (11/2021)
	C-492778	2208	Past	12/01/2021	12/2021	RENT	311100000	\$225.00	Tenant Rent (12/2021)
	C-511765	2208	Past	01/01/2022	01/2022	RENT	311100000	\$225.00	Tenant Rent (01/2022)
	C-530459	2208	Past	02/01/2022	02/2022	RENT	311100000	\$225.00	Tenant Rent (02/2022)
	C-548083	2208	Past	03/01/2022	03/2022	RENT	311100000	\$225.00	Tenant Rent (03/2022)
	C-567773	2208	Past	04/01/2022	04/2022	RENT	311100000	\$225.00	Tenant Rent (04/2022)
	C-586497	2208	Past	05/01/2022	05/2022	RENT	311100000	\$225.00	Tenant Rent (05/2022)
	C-605077	2208	Past	06/01/2022	06/2022	RENT	311100000	\$225.00	Tenant Rent (06/2022)
	C-624069	2208	Past	07/01/2022	07/2022	RENT	311100000	\$225.00	Tenant Rent (07/2022)
	C-626935	2208	Past	08/01/2022	08/2022	RENT	311100000	\$225.00	Tenant Rent (08/2022)
	C-629858	2208	Past	09/01/2022	09/2022	RENT	311100000	\$225.00	Tenant Rent (09/2022)
	C-632728	2208	Past	10/01/2022	10/2022	RENT	311100000	\$225.00	Tenant Rent (10/2022)
	C-635457	2208	Past	11/01/2022	11/2022	RENT	311100000	\$225.00	Tenant Rent (11/2022)
	C-638772	2208	Past	12/01/2022	12/2022	RENT	311100000	\$225.00	Tenant Rent (12/2022)
	C-639630	2208	Past	12/06/2022	12/2022	LATE	312004000	\$22.50	LATE FEE 12/2022
	C-641893	2208	Past	01/01/2023	01/2023	RENT	311100000	\$225.00	Tenant Rent (01/2023)
	C-643468	2208	Past	01/09/2023	01/2023	LATE	312004000	\$22.50	LATE FEE 1/2023
	C-645189	2208	Past	02/01/2023	02/2023	RENT	311100000	\$225.00	Tenant Rent (02/2023)
	C-646734	2208	Past	02/06/2023	02/2023	LATE	312004000	\$22.50	Late Fee 02/2023

Total For								\$7,987.32	
t2055620									

	C-418441	1201	Past	08/01/2021	08/2021	RENT	311100000	\$200.00	Tenant Rent (08/2021)
	C-455791	1201	Past	10/01/2021	10/2021	RENT	311100000	\$632.07	Tenant Rent (10/2021)
	C-474316	1201	Past	11/01/2021	11/2021	RENT	311100000	\$689.00	Tenant Rent (11/2021)
	C-492754	1201	Past	12/01/2021	12/2021	RENT	311100000	\$689.00	Tenant Rent (12/2021)
	C-511742	1201	Past	01/01/2022	01/2022	RENT	311100000	\$689.00	Tenant Rent (01/2022)
	C-530436	1201	Past	02/01/2022	02/2022	RENT	311100000	\$689.00	Tenant Rent (02/2022)
	C-548061	1201	Past	03/01/2022	03/2022	RENT	311100000	\$689.00	Tenant Rent (03/2022)
	C-567750	1201	Past	04/01/2022	04/2022	RENT	311100000	\$689.00	Tenant Rent (04/2022)
	C-586473	1201	Past	05/01/2022	05/2022	RENT	311100000	\$689.00	Tenant Rent (05/2022)

C-605053	1201	Past	06/01/2022	06/2022	RENT	311100000	\$689.00	Tenant Rent (06/2022)
C-624045	1201	Past	07/01/2022	07/2022	RENT	311100000	\$689.00	Tenant Rent (07/2022)
C-626911	1201	Past	08/01/2022	08/2022	RENT	311100000	\$689.00	Tenant Rent (08/2022)
C-629834	1201	Past	09/01/2022	09/2022	RENT	311100000	\$689.00	Tenant Rent (09/2022)
C-629924	1201	Past	07/31/2022	09/2022	LATE	312004000	\$68.90	Late Fee 07/2022
C-629925	1201	Past	08/31/2022	09/2022	LATE	312004000	\$68.90	Late Fee 08/2022
C-632704	1201	Past	10/01/2022	10/2022	RENT	311100000	\$689.00	Tenant Rent (10/2022)
C-634101	1201	Past	09/07/2022	10/2022	LATE	312004000	\$68.90	Late Fee 09/2022
C-634106	1201	Past	10/06/2022	10/2022	LATE	312004000	\$68.90	LATE FEE 10/2022
C-635433	1201	Past	11/01/2022	11/2022	RENT	311100000	\$689.00	Tenant Rent (11/2022)

Total For **\$10,064.67**

t2055673								
C-474348	2301	Past	11/01/2021	11/2021	RENT	311100000	\$7.90	Tenant Rent (11/2021)
C-492787	2301	Past	12/01/2021	12/2021	RENT	311100000	\$225.00	Tenant Rent (12/2021)
C-511774	2301	Past	01/01/2022	01/2022	RENT	311100000	\$225.00	Tenant Rent (01/2022)
C-530468	2301	Past	02/01/2022	02/2022	RENT	311100000	\$225.00	Tenant Rent (02/2022)
C-548092	2301	Past	03/01/2022	03/2022	RENT	311100000	\$225.00	Tenant Rent (03/2022)
C-567782	2301	Past	04/01/2022	04/2022	RENT	311100000	\$225.00	Tenant Rent (04/2022)
C-586506	2301	Past	05/01/2022	05/2022	RENT	311100000	\$225.00	Tenant Rent (05/2022)
C-605086	2301	Past	06/01/2022	06/2022	RENT	311100000	\$225.00	Tenant Rent (06/2022)
C-624078	2301	Past	07/01/2022	07/2022	RENT	311100000	\$225.00	Tenant Rent (07/2022)
C-626943	2301	Past	08/01/2022	08/2022	RENT	311100000	\$225.00	Tenant Rent (08/2022)
C-629866	2301	Past	09/01/2022	09/2022	RENT	311100000	\$225.00	Tenant Rent (09/2022)
C-632736	2301	Past	10/01/2022	10/2022	RENT	311100000	\$225.00	Tenant Rent (10/2022)
C-635465	2301	Past	11/01/2022	11/2022	RENT	311100000	\$225.00	Tenant Rent (11/2022)

Total For **\$2,707.90**

t2056461								
C-586485	2106	Past	05/01/2022	05/2022	RENT	311100000	\$459.04	Tenant Rent (05/2022)
C-605065	2106	Past	06/01/2022	06/2022	RENT	311100000	\$814.00	Tenant Rent (06/2022)
C-624057	2106	Past	07/01/2022	07/2022	RENT	311100000	\$814.00	Tenant Rent (07/2022)
C-626923	2106	Past	08/01/2022	08/2022	RENT	311100000	\$814.00	Tenant Rent (08/2022)
C-629846	2106	Past	09/01/2022	09/2022	RENT	311100000	\$814.00	Tenant Rent (09/2022)
C-632716	2106	Past	10/01/2022	10/2022	RENT	311100000	\$814.00	Tenant Rent (10/2022)
C-634510	2106	Past	07/06/2022	10/2022	LATE	312004000	\$81.40	LATE FEE 7/2022
C-634511	2106	Past	08/06/2022	10/2022	LATE	312004000	\$81.40	Late Fee 08/2022
C-634512	2106	Past	09/06/2022	10/2022	LATE	312004000	\$81.40	LATE FEE 9/2022
C-634513	2106	Past	10/06/2022	10/2022	LATE	312004000	\$81.40	LATE FEE 10/2022
C-635445	2106	Past	11/01/2022	11/2022	RENT	311100000	\$814.00	Tenant Rent (11/2022)
C-638761	2106	Past	12/01/2022	12/2022	RENT	311100000	\$814.00	Tenant Rent (12/2022)
C-638821	2106	Past	11/06/2022	12/2022	LATE	312004000	\$81.40	Late Fee 11/2022
C-639595	2106	Past	12/06/2022	12/2022	LATE	312004000	\$81.40	LATE FEE 12/2022
C-641882	2106	Past	01/01/2023	01/2023	RENT	311100000	\$814.00	Tenant Rent (01/2023)
C-643466	2106	Past	01/09/2023	01/2023	LATE	312004000	\$81.40	LATE FEE 1/2023
C-645178	2106	Past	02/01/2023	02/2023	RENT	311100000	\$814.00	Tenant Rent (02/2023)
C-646730	2106	Past	02/06/2023	02/2023	LATE	312004000	\$81.40	Late Fee 02/2023

Total For **\$8,436.24**

t2056624								
C-629926	1204	Past	08/31/2022	09/2022	LATE	312004000	\$68.90	Late Fee 08/2022
C-632707	1204	Past	10/01/2022	10/2022	RENT	311100000	\$523.96	Tenant Rent (10/2022)
C-634102	1204	Past	09/07/2022	10/2022	LATE	312004000	\$68.90	Late Fee 09/2022
C-635436	1204	Past	11/01/2022	11/2022	RENT	311100000	\$689.00	Tenant Rent (11/2022)
C-638753	1204	Past	12/01/2022	12/2022	RENT	311100000	\$689.00	Tenant Rent (12/2022)
C-639586	1204	Past	12/06/2022	12/2022	LATE	312004000	\$68.90	LATE FEE 12/2022
C-641874	1204	Past	01/01/2023	01/2023	RENT	311100000	\$689.00	Tenant Rent (01/2023)
C-643465	1204	Past	01/09/2023	01/2023	LATE	312004000	\$68.90	LATE FEE 1/2023
C-645169	1204	Past	02/01/2023	02/2023	RENT	311100000	\$689.00	Tenant Rent (02/2023)
C-646725	1204	Past	02/06/2023	02/2023	LATE	312004000	\$68.90	Late Fee 02/2023

Total For **\$3,624.46**

t2056901								
C-646737	3102	Past	02/06/2023	02/2023	LATE	312004000	\$46.16	Late Fee 02/2023
C-649748	3102	Past	03/06/2023	03/2023	LATE	312004000	\$62.40	LATE FEE 3/2023
C-650694	3102	Past	02/06/2023	03/2023	LATE	312004000	\$62.40	correct late charge
C-653382	3102	Past	04/06/2023	04/2023	LATE	312004000	\$62.40	Late Fee 04/2023
C-653388	3102	Past	02/02/2023	04/2023	LATE	312004000	\$46.16	Late Fee 02/2023
C-654849	3102	Past	05/01/2023	05/2023	RENT	311100000	\$275.39	Tenant Rent (05/2023)
C-657319	3102	Past	06/01/2023	06/2023	RENT	311100000	\$624.00	Tenant Rent (06/2023)
C-658666	3102	Past	06/08/2023	06/2023	LATE	312004000	\$32.49	Late Fee 06/2023
C-661313	3102	Past	07/01/2023	07/2023	RENT	311100000	\$624.00	Tenant Rent (07/2023)
C-661874	3102	Past	07/06/2023	07/2023	LATE	312004000	\$62.40	Late Fee 07/2023

Total For **\$1,897.80**

t2057463								
C-650962	2301	Past	03/31/2023	03/2023	SECDEP	211400000	\$362.00	Tenant Security Deposit
C-653558	2301	Past	04/06/2023	04/2023	LATE	312004000	\$72.40	LATE FEE 4/2023

C-656389	2301	Past	05/10/2023	05/2023	LATE	312004000	\$72.40	LATE FEE 5/2023
C-657314	2301	Past	06/01/2023	06/2023	RENT	311100000	\$677.74	Tenant Rent (06/2023)
C-658838	2301	Past	06/06/2023	06/2023	LATE	312004000	\$72.40	LATE FEE 6/2023
C-661308	2301	Past	07/01/2023	07/2023	RENT	311100000	\$724.00	Tenant Rent (07/2023)
C-662181	2301	Past	07/06/2023	07/2023	LATE	312004000	\$72.40	Late Fee 07/2023
C-663469	2301	Past	08/01/2023	08/2023	RENT	311100000	\$724.00	Tenant Rent (08/2023)
C-664891	2301	Past	08/07/2023	08/2023	LATE	312004000	\$72.40	LATE FEE 8/2023
C-666088	2301	Past	09/01/2023	09/2023	RENT	311100000	\$724.00	Tenant Rent (09/2023)

Total For **\$3,573.74**

t2055658	C-654828	2109	Past	05/01/2023	05/2023	RENT	311100000	\$34.90	Tenant Rent (05/2023)
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Total For **\$34.90**

Property Code	Charge Type	SubTotal
ibrook	LATE	2,489.62
	RENT	40,810.39
	SECDEP	362.00
	UTILIREC	204.41
	UTILITIE	154.01
	ibrook	44,020.43
	Grand Total	44,020.43

**Orcutt TH 40 Development Corporation
Board of Directors Meeting
January 16, 2024**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll Call
2. Approval of Minutes of May 16, 2023
3. Election of Chairman and Vice Chairman
4. Affirm appointment of President, Secretary and Treasurer
5. New Business
6. Any other business to come before the Board
7. Adjourn

**Minutes of a Meeting of the
Orcutt TH 40 Development Corporation
May 16, 2023**

Having duly given public notice, the Board of Directors of the Orcutt TH 40 Development Corporation met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:24 a.m. on Tuesday, May 16, 2023.

Roll Call

The meeting was called to order by Chairman Penrose and those present were as follows:

Directors Present: Kenneth Penrose
 Lisa Wallace-Davis
 William Black
 George Knight
 Lou Call
 Barbara Holley

Mr. Holloman's absence was excused.

Also present: Raymond H. Suttle, Jr.
 Kaufman & Canoles, P.C.

 Karen R. Wilds
 Executive Director

 Lysandra Shaw
 Deputy Executive Director

 Carl V. Williamson
 Director of Housing

 Valarie Ellis, Director
 Administrative Services

 Lisa Dessoify, Director
 Finance

 David Staley, Director
 Community Development

 Teresa Bennett
 Executive Assistant

 Justin Orie
 NNRHA IT Department

 Tricia Wilson – via Zoom
 City of Newport News, Department of Development

 Yugonda Sample-Jones
 EmPower All

 DeAnna Smith
 Legal Aid Society of Eastern Virginia

 Jamesa Parker
 Legal Aid Society of Eastern Virginia

 Christina Murphy
 Legal Aid Society of Eastern Virginia

 Kween Kleopatra
 NN Neighborhood Watch Coalition

 Bill Nusbaum
 Williams Mullen – via Zoom

**Approve Minutes of
January 17, 2023
Meeting**

Director Davis made a motion to approve the minutes of the January 17, 2023 meeting. The motion was seconded by Director Knight and passed with a unanimous vote.

**Resolution of the Board
of Directors Authorizing
Execution of Documents
with NNRHA and other
Entities to Undertake the
RAD Conversion and
Renovation of the Orcutt**

The Board had been provided with a resolution authorizing execution of documents with NNRHA and other entities to undertake the RAD conversion and renovation of the Orcutt Townhomes I project. The NNRHA Board of Commissioners approved a resolution authorizing the Executive Director to execute with the LLC and other entities, documents, contracts, loan agreements and related financing documents in

**Minutes of a Meeting of the
Orcutt TH 40 Development Corporation
May 16, 2023**

Townhomes I Project

connection with the conversion and renovation of the Orcutt Townhomes I project and the capitalization of the costs of this undertaking. Accordingly, the resolution of the Orcutt TH 40 Development Corporation, managing member of the Orcutt TH 40 LLC, authorizes the president of the development corporation to execute such documents and to take such other actions in furtherance of this resolution.

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:27 a.m.

President

**Orcutt Townhomes Phase III Development Corporation
Board of Directors Meeting
January 16, 2024**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll call
2. Approval of Minutes of January 17, 2023
3. Election of Chairman and Vice Chairman
4. Affirm appointment of President, Secretary and Treasurer
5. New Business
 - a. Consider Resolution approving Tenants' Accounts Receivable Charge-off, twelve months, ending September 30, 2023
6. Any other business to come before the Board
7. Adjourn

**Minutes of a Meeting of the
Orcutt Townhomes Phase III Development Corporation
January 17, 2023**

Having duly given public notice, the Board of Directors of the Orcutt Townhomes Phase III Development Corporation met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:36 a.m. on Tuesday, January 17, 2023.

Roll Call

The meeting was called to order by Chairman Penrose and those present were as follows:

Directors Present: Kenneth Penrose
 Lisa Wallace-Davis
 William Black – via Zoom
 George Knight
 Lou Call
 Barbara Holley

Also present: Raymond H. Suttle, Jr. – from NNRHA Board Room
 Kaufman & Canoles, P.C.

 Karen R. Wilds
 Executive Director

 Lysandra Shaw
 Deputy Executive Director

 Carl V. Williamson
 Director of Housing

 Valarie Ellis, Director
 Administrative Services

 Lisa Dessoify, Director
 Finance

 David Staley, Director
 Community Development

 Teresa Bennett
 Executive Assistant

 Justin Orie – from NNRHA Board Room
 NNRHA IT Department

 Tricia Wilson – via Zoom
 City of Newport News, Department of Development

 Jamesa Parker
 Legal Aid

**Approve Minutes of
January 18, 2022
Meeting**

Director Davis made a motion to approve the minutes of the January 18, 2022 meeting. The motion was seconded by Director Knight and passed with a unanimous vote.

**Election of Chairman
and Vice Chairman**

Director Knight made a motion to elect Mr. Penrose to the position of Chairman and Dr. Wallace-Davis to the position of Vice Chairman. The motion was seconded by Director Holley and passed with a unanimous vote.

**Affirm Appointment of
President, Secretary and
Treasurer**

Director Davis made a motion to affirm the appointment of Karen Wilds as President, Secretary and Treasurer. The motion was seconded by Director Knight and passed with a unanimous vote.

**A Resolution of the
Board of Directors
authorizing the Charge
Off of Tenants'
Accounts Receivable**

Ms. Wilds reported as of September 30, 2022, there are two accounts recommended for charge-off action with a total dollar value of \$21,051.12. This represents 2% of Orcutt Townhomes Phase III net rental revenue.

Director Davis made a motion to approve the resolution. Director Knight seconded the motion which passed with a unanimous vote. The resolution is attached to and made a part of these minutes.

**Update on Orcutt
Townhomes Phase III
Development
Corporation**

Ms. Wilds reported that on December 31, 2021 the property had a balance of \$306,706.79. in replacement reserves, \$199,947.50. In operating reserves and an occupancy rate of 97%.

**Minutes of a Meeting of the
Orcutt Townhomes Phase III Development Corporation
January 17, 2023**

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:38 a.m.

President

5a

Orcutt Townhomes Phase III DEVELOPMENT CORPORATION

MEMORANDUM

DATE: January 8, 2024

TO: Board of Directors,
Orcutt Townhomes Phase III Development Corporation

FROM: Karen R. Wilds, President *KRW*

SUBJECT: Tenants' Accounts Receivable Charge-off, Twelve Months,
Ending September 30, 2023

The attached listing of proposed charge-offs of Tenants' Accounts Receivable is presented for your review and approval.

There are four accounts recommended for charge-off action with a total dollar value of \$21,061.57. This represents 20.2% of Orcutt Townhomes Phase III Apartments net rental revenue. We budget 2% for bad debt at Orcutt Townhomes Phase III Apartments.

Last year, we charged off \$21,051.12 (two accounts).

Adoption of the attached resolution authorizing the charge-off in the total amount of \$21,061.57 for the twelve-month period ending September 30, 2023 is recommended.

KRW/LKD

Attachments

**A RESOLUTION OF THE
ORCUTT TOWNHOMES PHASE III DEVELOPMENT CORPORATION
AUTHORIZING CHARGE OFF OF TENANTS'
ACCOUNTS RECEIVABLE**

WHEREAS, there has been presented to the Board of Directors of the Orcutt Townhomes Phase III DEVELOPMENT CORPORATION and attached hereto a listing of Charge Off for Tenants' Accounts Receivable for the twelve months ending September 30, 2023 for Orcutt Townhomes Phase III Apartments; and

WHEREAS, it is in the best interest of the Authority to pursue collection of said accounts:

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Orcutt Townhomes Phase III DEVELOPMENT CORPORATION that the President be authorized to grant approval for the total charge-off of \$21,061.57 of tenant accounts receivable for the above stated property.

Tenant Unpaid Charges

Property=orcutt3
Status = Past

Property Code	Control Number	Unit Code	Tenant Status	Date Occurred	Period	Charge Type	Account Number	Current Owed	Remark
orcutt3									
t2054371									
	C-346100	262646	Past	05/01/2021	05/2021	RENT	311100000	\$137.83	RENT 5/1/2021 to 5/31/2021
	C-643883	262646	Past	01/22/2023	01/2023	UTILIREC	311201000	\$753.00	Util Recovery GR, 06/01/2022 to 08/31/2022
	C-635986	262646	Past	11/04/2022	11/2022	UTILIREC	311201000	\$24.00	Util Recovery GR, 10/01/2022 to 11/30/2022
Total For								\$914.83	
t2054392									
	C-411837	262655	Past	06/01/2021	07/2021	RENT	311100000	\$239.14	Tenant Rent 06/01/2021 to 06/30/2021 Lease Charge Adjustment
	C-411838	262655	Past	07/01/2021	07/2021	RENT	311100000	\$912.00	Tenant Rent 07/01/2021 to 07/31/2021 Lease Charge Adjustment
	C-418415	262655	Past	08/01/2021	08/2021	RENT	311100000	\$912.00	Tenant Rent (08/2021)
	C-437320	262655	Past	09/01/2021	09/2021	RENT	311100000	\$912.00	Tenant Rent (09/2021)
	C-455783	262655	Past	10/01/2021	10/2021	RENT	311100000	\$912.00	Tenant Rent (10/2021)
	C-474287	262655	Past	11/01/2021	11/2021	RENT	311100000	\$912.00	Tenant Rent (11/2021)
	C-492833	262655	Past	12/01/2021	12/2021	RENT	311100000	\$912.00	Tenant Rent (12/2021)
	C-511819	262655	Past	01/01/2022	01/2022	RENT	311100000	\$912.00	Tenant Rent (01/2022)
	C-530557	262655	Past	02/01/2022	02/2022	RENT	311100000	\$912.00	Tenant Rent (02/2022)
	C-548034	262655	Past	03/01/2022	03/2022	RENT	311100000	\$912.00	Tenant Rent (03/2022)
	C-567881	262655	Past	04/01/2022	04/2022	RENT	311100000	\$912.00	Tenant Rent (04/2022)
	C-586586	262655	Past	05/01/2022	05/2022	RENT	311100000	\$912.00	Tenant Rent (05/2022)
	C-605028	262655	Past	06/01/2022	06/2022	RENT	311100000	\$912.00	Tenant Rent (06/2022)
	C-624157	262655	Past	07/01/2022	07/2022	RENT	311100000	\$912.00	Tenant Rent (07/2022)
	C-626885	262655	Past	08/01/2022	08/2022	RENT	311100000	\$912.00	Tenant Rent (08/2022)
	C-629808	262655	Past	09/01/2022	09/2022	RENT	311100000	\$912.00	Tenant Rent (09/2022)
	C-632678	262655	Past	10/01/2022	10/2022	RENT	311100000	\$912.00	Tenant Rent (10/2022)
	C-635543	262655	Past	11/01/2022	11/2022	RENT	311100000	\$912.00	Tenant Rent (11/2022)
	C-638725	262655	Past	12/01/2022	12/2022	RENT	311100000	\$912.00	Tenant Rent (12/2022)
	C-641844	262655	Past	01/01/2023	01/2023	RENT	311100000	\$912.00	Tenant Rent (01/2023)
	C-645259	262655	Past	02/01/2023	02/2023	RENT	311100000	\$912.00	Tenant Rent (02/2023)
Total For								\$18,479.14	
t2055599									
	C-631231	262658	Past	10/01/2022	10/2022	RENT	311100000	\$182.00	RENT 10/1/2022 to 10/31/2022
	C-635921	262658	Past	11/01/2022	11/2022	RENT	311100000	\$326.00	RENT 11/1/2022 to 11/30/2022
	C-635998	262658	Past	12/01/2022	12/2022	RENT	311100000	\$326.00	RENT 12/1/2022 to 12/31/2022
	C-639662	262658	Past	12/09/2022	12/2022	RENT	311100000	\$76.00	RENT Adj AR, 11/01/2022 to 11/07/2022
Total For								\$910.00	
t2054373									
	C-653579	262666	Past	05/01/2023	05/2023	RENT	311100000	\$11.40	RENT 5/1/2023 to 5/31/2023
	C-656128	262666	Past	06/01/2023	06/2023	RENT	311100000	\$182.00	RENT 6/1/2023 to 6/30/2023
	C-660457	262666	Past	07/01/2023	07/2023	RENT	311100000	\$182.00	RENT 7/1/2023 to 7/31/2023
	C-661852	262666	Past	08/01/2023	08/2023	RENT	311100000	\$182.00	RENT 8/1/2023 to 8/31/2023
	C-665035	262666	Past	08/22/2023	08/2023	RENT	311100000	\$18.20	LATE FEE FOR AUGUST 2023
	C-664390	262666	Past	09/01/2023	09/2023	RENT	311100000	\$182.00	RENT 9/1/2023 to 9/30/2023
Total For								\$757.60	
Property Code	Charge Type		SubTotal						
orcutt3	RENT		20,284.57						
	UTILIREC		777.00						
	orcutt3		21,061.57						
	Grand Total		21,061.57						

**Oyster Point Brighton Development Corporation
Board of Directors Meeting
January 17, 2023**

227-27th Street
Newport News VA 23607

Agenda

1. Roll call
2. Approval of Minutes of January 17, 2023
3. Election of Chairman and Vice Chairman
4. Affirm appointment of President, Secretary and Treasurer
5. New Business
 - a. Consider Resolution approving Tenants' Accounts Receivable Charge-off, Twelve Months, Ending September 30, 2023
6. Any other business to come before the Board
7. Adjourn

**Minutes of a Meeting of the
Oyster Point Brighton Development Corporation
January 17, 2023**

Having duly given public notice, the Board of Directors of the Oyster Point Brighton Development Corporation met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:38 a.m. on Tuesday, January 17, 2023.

Roll Call

The meeting was called to order by Chairman Penrose and those present were as follows:

Directors Present: Kenneth Penrose
 Lisa Wallace-Davis
 William Black – via Zoom
 George Knight
 Lou Call
 Barbara Holley

Also present: Raymond H. Suttle, Jr. – from NNRHA Board Room
 Kaufman & Canoles, P.C.

 Karen R. Wilds
 Executive Director

 Lysandra Shaw
 Deputy Executive Director

 Carl V. Williamson
 Director of Housing

 Valarie Ellis, Director
 Administrative Services

 Lisa Dessoify, Director
 Finance

 David Staley, Director
 Community Development

 Teresa Bennett
 Executive Assistant

 Justin Orié – from NNRHA Board Room
 NNRHA IT Department

 Tricia Wilson – via Zoom
 City of Newport News, Department of Development

 Jamesa Parker
 Legal Aid

**Approve Minutes of
January 18, 2022
Meeting**

Director Davis made a motion to approve the minutes of the January 18, 2022 meeting. The motion was seconded by Director Knight and passed with a unanimous vote.

**Election of Chairman
and Vice Chairman**

Director Knight made a motion to elect Mr. Penrose to the position of Chairman and Dr. Wallace-Davis to the position of Vice Chairman. The motion was seconded by Director Holley and passed with a unanimous vote.

**Affirm Appointment of
President, Secretary and
Treasurer**

Director Davis made a motion to affirm the appointment of Karen Wilds as President, Secretary and Treasurer. The motion was seconded by Director Knight and passed with a unanimous vote.

**A Resolution of the
Board of Directors
authorizing the Charge
Off of Tenants'
Accounts Receivable**

Ms. Wilds reported as of September 30, 2022, there are twenty-one accounts recommended for charge-off action with a total dollar value of \$51,463.96. This represents 9.3% of Oyster Point Brighton net rental revenue.

Director Davis made a motion to approve the resolution. Director Knight seconded the motion which passed with a unanimous vote. The resolution is attached to and made a part of these minutes.

**Update on Oyster Point
Brighton Development
Corporation**

Ms. Wilds reported that on December 31, 2021 the property had a balance of \$269,724 in replacement reserves, \$562,425 in operating reserves and an occupancy rate of 98%.

**Minutes of a Meeting of the
Oyster Point Brighton Development Corporation
January 17, 2023**

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:41 a.m.

President

OYSTER POINT-BRIGHTON DEVELOPMENT CORPORATION
MEMORANDUM

DATE: January 10, 2024
TO: Board of Directors,
Oyster Point-Brighton Development Corporation
FROM: Karen R. Wilds, President
SUBJECT: Tenants' Accounts Receivable Charge-off, Twelve Months,
Ending September 30, 2023

The attached listing of proposed charge-offs of Tenants' Accounts Receivable is presented for your review and approval.

There are eighteen accounts recommended for charge-off action with a total dollar value of \$54,223.88. This represents 11.2% of Oyster Point-Brighton Apartments net rental revenue. We budget 2% for bad debt at Oyster Point-Brighton.

The average amount per vacated account is \$3,012.43. Last year, we charged off \$51,463.96 (twenty-one accounts).

Adoption of the attached resolution authorizing the charge-off in the total amount of \$54,223.88 for the twelve-month period ending September 30, 2023 is recommended.

KRW/LKD

Attachments

**A RESOLUTION OF THE
OYSTER POINT-BRIGHTON DEVELOPMENT CORPORATION
AUTHORIZING CHARGE OFF OF TENANTS'
ACCOUNTS RECEIVABLE**

WHEREAS, there has been presented to the Board of Directors of the OYSTER POINT-BRIGHTON DEVELOPMENT CORPORATION and attached hereto a listing of Charge Off for Tenants' Accounts Receivable for the twelve months ending September 30, 2023 for Oyster Point-Brighton Apartments; and

WHEREAS, it is in the best interest of the Authority to pursue collection of said accounts:

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the OYSTER POINT-BRIGHTON DEVELOPMENT CORPORATION that the President be authorized to grant approval for the total charge-off of \$54,223.88 of tenant accounts receivable for the above stated property.

Tenant Unpaid Charges

Property=oystbrbt
Status = Past

Property Code	Control Number	Unit Code	Tenant Status	Date Occurred	Period	Charge Type	Account Number	Current Owed	Remark
oystbrbt t2055377									
	C-329052	152364	Past	03/08/2021	03/2021	UTILIREC	311201000	\$105.00	Util Recovery AR, 01/01/2021 to 03/31/2021
	C-329054	152364	Past	03/08/2021	03/2021	RENT	311100000	\$328.00	RENT Adj IR, 01/01/2021 to 03/31/2021
	C-329056	152364	Past	04/01/2021	04/2021	RENT	311100000	\$171.00	RENT 4/1/2021 to 4/30/2021
	C-345740	152364	Past	05/01/2021	05/2021	RENT	311100000	\$171.00	RENT 5/1/2021 to 5/31/2021
	C-363167	152364	Past	06/01/2021	06/2021	RENT	311100000	\$171.00	RENT 6/1/2021 to 6/30/2021
	C-386148	152364	Past	07/01/2021	07/2021	RENT	311100000	\$171.00	RENT 7/1/2021 to 7/31/2021
	C-402436	152364	Past	08/01/2021	08/2021	RENT	311100000	\$171.00	RENT 8/1/2021 to 8/31/2021
	C-422976	152364	Past	09/01/2021	09/2021	RENT	311100000	\$171.00	RENT 9/1/2021 to 9/30/2021
	C-443234	152364	Past	10/01/2021	10/2021	RENT	311100000	\$171.00	RENT 10/1/2021 to 10/31/2021
	C-462689	152364	Past	11/01/2021	11/2021	RENT	311100000	\$171.00	RENT 11/1/2021 to 11/30/2021
	C-648874	152364	Past	03/01/2023	03/2023	UTILITIE	312007000	\$73.92	Tenant's Dominion Energy Bill pid by NNRHA.
	C-648875	152364	Past	03/01/2023	03/2023	UTILITIE	312007000	\$21.25	Tenant's Dominion Energy Bill pid by NNRHA.
	C-650535	152364	Past	03/15/2023	03/2023	UTILIREC	311201000	\$57.00	Util Recovery AR, 02/01/2023 to 03/31/2023
Total For								\$1,953.17	
t2054123									
	C-329083	152384	Past	04/01/2021	04/2021	RENT	311100000	\$1.78	RENT 4/1/2021 to 4/30/2021
	C-345768	152384	Past	05/01/2021	05/2021	RENT	311100000	\$143.00	RENT 5/1/2021 to 5/31/2021
	C-363204	152384	Past	06/01/2021	06/2021	RENT	311100000	\$143.00	RENT 6/1/2021 to 6/30/2021
	C-386181	152384	Past	07/01/2021	07/2021	RENT	311100000	\$143.00	RENT 7/1/2021 to 7/31/2021
	C-402160	152384	Past	07/01/2021	07/2021	RENT	311100000	\$539.00	Tenant Rent (07/2021)
	C-484664	152384	Past	11/18/2021	11/2021	RENT	311100000	\$670.00	RENT Adj AR, 07/01/2021 to 11/30/2021
	C-484666	152384	Past	12/01/2021	12/2021	RENT	311100000	\$134.00	RENT 12/1/2021 to 12/31/2021
	C-496828	152384	Past	01/01/2022	01/2022	RENT	311100000	\$134.00	RENT 1/1/2022 to 1/31/2022
	C-539202	152384	Past	02/01/2022	02/2022	RENT	311100000	\$134.00	RENT 2/1/2022 to 2/28/2022
	C-539573	152384	Past	03/01/2022	03/2022	RENT	311100000	\$134.00	RENT 3/1/2022 to 3/31/2022
	C-565752	152384	Past	04/01/2022	04/2022	RENT	311100000	\$134.00	RENT 4/1/2022 to 4/30/2022
	C-597165	152384	Past	05/01/2022	05/2022	RENT	311100000	\$134.00	RENT 5/1/2022 to 5/31/2022
	C-614507	152384	Past	06/01/2022	06/2022	RENT	311100000	\$134.00	RENT 6/1/2022 to 6/30/2022
	C-620986	152384	Past	07/01/2022	07/2022	RENT	311100000	\$134.00	RENT 7/1/2022 to 7/31/2022
	C-625013	152384	Past	08/01/2022	08/2022	RENT	311100000	\$134.00	RENT 8/1/2022 to 8/31/2022

C-627723	152384	Past	09/01/2022	09/2022	RENT	311100000	\$134.00 RENT 9/1/2022 to 9/30/2022
C-631111	152384	Past	10/01/2022	10/2022	RENT	311100000	\$134.00 RENT 10/1/2022 to 10/31/2022
C-633789	152384	Past	11/01/2022	11/2022	RENT	311100000	\$134.00 RENT 11/1/2022 to 11/30/2022
C-636270	152384	Past	12/01/2022	12/2022	RENT	311100000	\$134.00 RENT 12/1/2022 to 12/31/2022
C-640018	152384	Past	01/01/2023	01/2023	RENT	311100000	\$134.00 RENT 1/1/2023 to 1/31/2023
C-642786	152384	Past	02/01/2023	02/2023	RENT	311100000	\$134.00 RENT 2/1/2023 to 2/28/2023
C-647543	152384	Past	03/01/2023	03/2023	RENT	311100000	\$134.00 RENT 3/1/2023 to 3/31/2023
C-650560	152384	Past	04/01/2023	04/2023	RENT	311100000	\$134.00 RENT 4/1/2023 to 4/30/2023
C-653328	152384	Past	04/07/2023	04/2023	DAMAGE	312003000	\$473.68 WO#34784 RANGE CLEAN;CLEAN REFRIGERATOR;DRIP PANS;WALL
C-655829	152384	Past	05/04/2023	05/2023	RENT	311100000	\$56.00 RENT Adj AR, 03/01/2023 to 03/13/2023

Total For t2054263 **\$4,447.46**

C-388133	152310	Past	06/11/2021	06/2021	DAMAGE	312003000	\$685.00 WO#19461 Installed 2 new bed room doors & trim;Stock door 4 panel (Left & Right hinge)
C-386059	152310	Past	07/01/2021	07/2021	RENT	311100000	\$294.00 RENT 7/1/2021 to 7/31/2021
C-402343	152310	Past	08/01/2021	08/2021	RENT	311100000	\$507.00 RENT 8/1/2021 to 8/31/2021
C-422879	152310	Past	09/01/2021	09/2021	RENT	311100000	\$507.00 RENT 9/1/2021 to 9/30/2021
C-443138	152310	Past	10/01/2021	10/2021	RENT	311100000	\$507.00 RENT 10/1/2021 to 10/31/2021
C-462605	152310	Past	11/01/2021	11/2021	RENT	311100000	\$507.00 RENT 11/1/2021 to 11/30/2021
C-484549	152310	Past	12/01/2021	12/2021	RENT	311100000	\$507.00 RENT 12/1/2021 to 12/31/2021
C-496722	152310	Past	01/01/2022	01/2022	RENT	311100000	\$507.00 RENT 1/1/2022 to 1/31/2022
C-539076	152310	Past	02/01/2022	02/2022	RENT	311100000	\$507.00 RENT 2/1/2022 to 2/28/2022
C-539448	152310	Past	03/01/2022	03/2022	RENT	311100000	\$507.00 RENT 3/1/2022 to 3/31/2022
C-565631	152310	Past	04/01/2022	04/2022	RENT	311100000	\$507.00 RENT 4/1/2022 to 4/30/2022
C-597039	152310	Past	05/01/2022	05/2022	RENT	311100000	\$507.00 RENT 5/1/2022 to 5/31/2022
C-614387	152310	Past	06/01/2022	06/2022	RENT	311100000	\$507.00 RENT 6/1/2022 to 6/30/2022
C-620877	152310	Past	07/01/2022	07/2022	RENT	311100000	\$507.00 RENT 7/1/2022 to 7/31/2022
C-624900	152310	Past	08/01/2022	08/2022	RENT	311100000	\$507.00 RENT 8/1/2022 to 8/31/2022
C-627608	152310	Past	09/01/2022	09/2022	RENT	311100000	\$507.00 RENT 9/1/2022 to 9/30/2022
C-631003	152310	Past	10/01/2022	10/2022	RENT	311100000	\$507.00 RENT 10/1/2022 to 10/31/2022
C-633675	152310	Past	11/01/2022	11/2022	RENT	311100000	\$295.00 RENT 11/1/2022 to 11/30/2022
C-636169	152310	Past	12/01/2022	12/2022	RENT	311100000	\$295.00 RENT 12/1/2022 to 12/31/2022
C-639895	152310	Past	01/01/2023	01/2023	RENT	311100000	\$295.00 RENT 1/1/2023 to 1/31/2023
C-642687	152310	Past	02/01/2023	02/2023	RENT	311100000	\$295.00 RENT 2/1/2023 to 2/28/2023
C-647417	152310	Past	02/21/2023	02/2023	RENT	311100000	\$238.00 RENT Adj IR, 01/01/2023 to 01/25/2023

C-657109	152310	Past	05/19/2023	05/2023	DAMAGE	312003000	\$148.44 WO#34737 DRIP PANS;REFRIGERATOR;RANGE;WALL PREP
C-657110	152310	Past	05/19/2023	05/2023	DAMAGE	312003000	\$21.30 WO#34738 LOCK CHANGE

Total For t2054107 **\$10,171.74**

C-484532	101810	Past	12/01/2021	12/2021	RENT	311100000	\$94.53 RENT 12/1/2021 to 12/31/2021
C-496705	101810	Past	01/01/2022	01/2022	RENT	311100000	\$282.00 RENT 1/1/2022 to 1/31/2022
C-539057	101810	Past	02/01/2022	02/2022	RENT	311100000	\$282.00 RENT 2/1/2022 to 2/28/2022
C-539427	101810	Past	03/01/2022	03/2022	RENT	311100000	\$282.00 RENT 3/1/2022 to 3/31/2022
C-565612	101810	Past	04/01/2022	04/2022	RENT	311100000	\$282.00 RENT 4/1/2022 to 4/30/2022
C-597018	101810	Past	05/01/2022	05/2022	RENT	311100000	\$282.00 RENT 5/1/2022 to 5/31/2022
C-614369	101810	Past	06/01/2022	06/2022	RENT	311100000	\$282.00 RENT 6/1/2022 to 6/30/2022
C-640897	101810	Past	06/01/2022	12/2022	RENT	311100000	\$1,255.00 Tenant Rent 06/01/2022 to 06/30/2022 Lease Charge Adjustment
C-640898	101810	Past	07/01/2022	12/2022	RENT	311100000	\$1,255.00 Tenant Rent 07/01/2022 to 07/31/2022 Lease Charge Adjustment
C-640899	101810	Past	08/01/2022	12/2022	RENT	311100000	\$1,255.00 Tenant Rent 08/01/2022 to 08/31/2022 Lease Charge Adjustment
C-640900	101810	Past	09/01/2022	12/2022	RENT	311100000	\$1,255.00 Tenant Rent 09/01/2022 to 09/30/2022 Lease Charge Adjustment
C-640905	101810	Past	12/21/2022	12/2022	RENT	311100000	\$846.00 RENT Adj IC, 10/01/2022 to 12/31/2022
C-640907	101810	Past	01/01/2023	01/2023	RENT	311100000	\$282.00 RENT Adj IC, 01/01/2023 to 01/31/2023
C-640909	101810	Past	02/01/2023	02/2023	RENT	311100000	\$282.00 RENT 2/1/2023 to 2/28/2023
C-647391	101810	Past	03/01/2023	03/2023	RENT	311100000	\$282.00 RENT 3/1/2023 to 3/31/2023
C-650443	101810	Past	04/01/2023	04/2023	RENT	311100000	\$282.00 RENT 4/1/2023 to 4/30/2023
C-655709	101810	Past	05/01/2023	05/2023	RENT	311100000	\$282.00 RENT 5/1/2023 to 5/31/2023
C-656676	101810	Past	06/01/2023	06/2023	RENT	311100000	\$282.00 RENT 6/1/2023 to 6/30/2023
C-658770	101810	Past	06/09/2023	06/2023	DAMAGE	312003000	\$744.70 WO#36004 drip pans;prep walls;refrigerator cleaning;range cleaning;clean out unit;blinds
C-659129	101810	Past	06/14/2023	06/2023	RENT	311100000	\$73.00 RENT Adj IC, 05/01/2023 to 05/08/2023

Total For t2054266 **\$10,162.23**

C-539415	101803	Past	03/01/2022	03/2022	RENT	311100000	\$67.68 RENT 3/1/2022 to 3/31/2022
C-565596	101803	Past	04/01/2022	04/2022	RENT	311100000	\$344.00 RENT 4/1/2022 to 4/30/2022
C-597000	101803	Past	05/01/2022	05/2022	RENT	311100000	\$344.00 RENT 5/1/2022 to 5/31/2022
C-614358	101803	Past	06/01/2022	06/2022	RENT	311100000	\$344.00 RENT 6/1/2022 to 6/30/2022
C-620847	101803	Past	07/01/2022	07/2022	RENT	311100000	\$344.00 RENT 7/1/2022 to 7/31/2022
C-624872	101803	Past	08/01/2022	08/2022	RENT	311100000	\$465.00 RENT 8/1/2022 to 8/31/2022
C-627580	101803	Past	09/01/2022	09/2022	RENT	311100000	\$465.00 RENT 9/1/2022 to 9/30/2022
C-630975	101803	Past	10/01/2022	10/2022	RENT	311100000	\$465.00 RENT 10/1/2022 to 10/31/2022
C-633645	101803	Past	11/01/2022	11/2022	RENT	311100000	\$465.00 RENT 11/1/2022 to 11/30/2022

C-636139	101803	Past	12/01/2022	12/2022	RENT	311100000	\$465.00 RENT 12/1/2022 to 12/31/2022
C-639863	101803	Past	01/01/2023	01/2023	RENT	311100000	\$465.00 RENT 1/1/2023 to 1/31/2023
C-642655	101803	Past	02/01/2023	02/2023	RENT	311100000	\$465.00 RENT 2/1/2023 to 2/28/2023
C-647374	101803	Past	03/01/2023	03/2023	RENT	311100000	\$465.00 RENT 3/1/2023 to 3/31/2023
C-650430	101803	Past	03/15/2023	03/2023	RENT	311100000	\$249.00 RENT Adj AR, 02/01/2023 to 02/15/2023
C-656526	101803	Past	05/12/2023	05/2023	DAMAGE	312003000	\$2,002.16 WO#35969 drip pans;refrigerator cleaning;range cleaning;door jam 2 br;paint unit;paint

Total For t2054149 **\$7,414.84**

C-614281	101750	Past	06/01/2022	06/2022	RENT	311100000	\$301.00 RENT 6/1/2022 to 6/30/2022
C-620772	101750	Past	07/01/2022	07/2022	RENT	311100000	\$522.00 RENT 7/1/2022 to 7/31/2022
C-624793	101750	Past	08/01/2022	08/2022	RENT	311100000	\$432.00 RENT 8/1/2022 to 8/31/2022
C-627501	101750	Past	09/01/2022	09/2022	RENT	311100000	\$432.00 RENT 9/1/2022 to 9/30/2022
C-630892	101750	Past	10/01/2022	10/2022	RENT	311100000	\$432.00 RENT 10/1/2022 to 10/31/2022
C-633568	101750	Past	11/01/2022	11/2022	RENT	311100000	\$432.00 RENT 11/1/2022 to 11/30/2022
C-636066	101750	Past	12/01/2022	12/2022	RENT	311100000	\$432.00 RENT 12/1/2022 to 12/31/2022
C-639747	101750	Past	01/01/2023	01/2023	RENT	311100000	\$432.00 RENT 1/1/2023 to 1/31/2023
C-642580	101750	Past	02/01/2023	02/2023	RENT	311100000	\$432.00 RENT 2/1/2023 to 2/28/2023
C-647274	101750	Past	03/01/2023	03/2023	RENT	311100000	\$432.00 RENT 3/1/2023 to 3/31/2023
C-650338	101750	Past	04/01/2023	04/2023	RENT	311100000	\$432.00 RENT 4/1/2023 to 4/30/2023
C-655613	101750	Past	05/01/2023	05/2023	RENT	311100000	\$432.00 RENT 5/1/2023 to 5/31/2023
C-657117	101750	Past	05/19/2023	05/2023	DAMAGE	312003000	\$415.94 WO#35994 drip pans;range cleaning;refrigerator cleaning;clean out unit;wall prep
C-657120	101750	Past	05/19/2023	05/2023	DAMAGE	312003000	\$21.30 WO#36481 locks changed
C-656591	101750	Past	06/01/2023	06/2023	RENT	311100000	\$432.00 RENT 6/1/2023 to 6/30/2023
C-659045	101750	Past	06/14/2023	06/2023	RENT	311100000	\$112.00 RENT Adj AR, 05/01/2023 to 05/08/2023

Total For t2056523 **\$6,124.24**

C-614303	101764	Past	06/01/2022	06/2022	RENT	311100000	\$373.00 RENT 6/1/2022 to 6/30/2022
C-620794	101764	Past	07/01/2022	07/2022	RENT	311100000	\$391.00 RENT 7/1/2022 to 7/31/2022
C-624815	101764	Past	08/01/2022	08/2022	RENT	311100000	\$391.00 RENT 8/1/2022 to 8/31/2022
C-627525	101764	Past	09/01/2022	09/2022	RENT	311100000	\$391.00 RENT 9/1/2022 to 9/30/2022
C-630913	101764	Past	10/01/2022	10/2022	RENT	311100000	\$391.00 RENT 10/1/2022 to 10/31/2022
C-633593	101764	Past	11/01/2022	11/2022	RENT	311100000	\$391.00 RENT 11/1/2022 to 11/30/2022
C-636089	101764	Past	12/01/2022	12/2022	RENT	311100000	\$391.00 RENT 12/1/2022 to 12/31/2022
C-639782	101764	Past	01/01/2023	01/2023	RENT	311100000	\$391.00 RENT 1/1/2023 to 1/31/2023
C-642609	101764	Past	02/01/2023	02/2023	RENT	311100000	\$391.00 RENT 2/1/2023 to 2/28/2023

C-647297	101764	Past	03/01/2023	03/2023	RENT	311100000	\$391.00 RENT 3/1/2023 to 3/31/2023
C-650367	101764	Past	03/15/2023	03/2023	RENT	311100000	\$42.00 RENT Adj MI, 02/01/2023 to 02/03/2023
C-657116	101764	Past	05/19/2023	05/2023	DAMAGE	312003000	\$838.37 WO#35981 drip pans;range cleaning;refrigerator replaced;blinds;keys made
Total For t2056495							\$4,772.37
C-627716	152380	Past	09/01/2022	09/2022	RENT	311100000	\$32.00 RENT 9/1/2022 to 9/30/2022
C-631104	152380	Past	10/01/2022	10/2022	RENT	311100000	\$38.00 RENT 10/1/2022 to 10/31/2022
C-633782	152380	Past	11/01/2022	11/2022	RENT	311100000	\$38.00 RENT 11/1/2022 to 11/30/2022
C-636263	152380	Past	12/01/2022	12/2022	RENT	311100000	\$38.00 RENT 12/1/2022 to 12/31/2022
C-640009	152380	Past	01/01/2023	01/2023	RENT	311100000	\$38.00 RENT 1/1/2023 to 1/31/2023
C-642779	152380	Past	02/01/2023	02/2023	RENT	311100000	\$38.00 RENT 2/1/2023 to 2/28/2023
C-647536	152380	Past	02/21/2023	02/2023	RENT	311100000	\$4.00 RENT Adj MI, 01/01/2023 to 01/03/2023
Total For t2054211							\$226.00
C-631032	152327	Past	10/01/2022	10/2022	RENT	311100000	\$296.00 RENT 10/1/2022 to 10/31/2022
C-633701	152327	Past	11/01/2022	11/2022	RENT	311100000	\$396.00 RENT 11/1/2022 to 11/30/2022
C-636191	152327	Past	12/01/2022	12/2022	RENT	311100000	\$396.00 RENT 12/1/2022 to 12/31/2022
C-639925	152327	Past	12/09/2022	12/2022	RENT	311100000	\$230.00 RENT Adj AR, 10/01/2022 to 10/18/2022
Total For t2054250							\$1,318.00
C-631049	152342	Past	10/01/2022	10/2022	RENT	311100000	\$185.00 RENT 10/1/2022 to 10/31/2022
C-633718	152342	Past	11/01/2022	11/2022	RENT	311100000	\$436.00 RENT 11/1/2022 to 11/30/2022
C-636209	152342	Past	11/04/2022	11/2022	RENT	311100000	\$112.00 RENT Adj AR, 10/01/2022 to 10/08/2022
C-654022	152342	Past	04/28/2023	04/2023	DAMAGE	312003000	\$194.00 WO#34729 CLEAN REFRIGERATOR;CLEAN RANGE;CLEAN OUT UNIT
Total For t2054210							\$927.00
C-639959	152346	Past	12/09/2022	12/2022	RENT	311100000	\$764.63 RENT Adj UT, 06/13/2022 to 12/31/2022
C-639961	152346	Past	01/01/2023	01/2023	RENT	311100000	\$162.00 RENT 1/1/2023 to 1/31/2023
C-642737	152346	Past	02/01/2023	02/2023	RENT	311100000	\$162.00 RENT 2/1/2023 to 2/28/2023
C-647475	152346	Past	02/21/2023	02/2023	RENT	311100000	\$131.00 RENT Adj AR, 01/01/2023 to 01/25/2023
C-653327	152346	Past	04/07/2023	04/2023	DAMAGE	312003000	\$214.00 WO#34746 CLEAN REFRIGERATOR;CLEAN RANGE;CLEAN OUT UNIT
Total For t2055993							\$1,433.63
C-644244	152378	Past	01/31/2023	01/2023	UTILITIE	312007000	\$45.78 Tenant's Dominion Bill paid by NNRHA.
C-644245	152378	Past	01/31/2023	01/2023	UTILITIE	312007000	\$91.49 Tenant's Dominion Bill paid by NNRHA.
C-644246	152378	Past	01/31/2023	01/2023	UTILITIE	312007000	\$88.57 Tenant's Dominion Bill paid by NNRHA.
C-644247	152378	Past	01/31/2023	01/2023	UTILITIE	312007000	\$92.72 Tenant's Dominion Bill paid by NNRHA.
C-644248	152378	Past	01/31/2023	01/2023	UTILITIE	312007000	\$72.08 Tenant's Dominion Bill paid by NNRHA.

C-644249	152378	Past	01/31/2023	01/2023	UTILITIE	312007000	\$62.37	Tenant's Dominion Bill paid by NNRHA.
C-644250	152378	Past	01/31/2023	01/2023	UTILITIE	312007000	\$1.48	Tenant's Dominion Bill paid by NNRHA.
C-644251	152378	Past	01/31/2023	01/2023	UTILITIE	312007000	\$100.06	Tenant's Dominion Energy Bill paid by NNRHA.
C-644252	152378	Past	01/31/2023	01/2023	UTILITIE	312007000	\$89.48	Tenant's Dominion Bill paid by NNRHA.
C-644253	152378	Past	01/31/2023	01/2023	UTILITIE	312007000	\$52.14	Tenant's Dominion Bill paid by NNRHA.
C-644254	152378	Past	01/31/2023	01/2023	UTILITIE	312007000	\$57.22	Tenant's Dominion Bill paid by NNRHA.
C-644255	152378	Past	01/31/2023	01/2023	UTILITIE	312007000	\$71.26	Tenant's Dominion Bill paid by NNRHA.
C-644256	152378	Past	01/31/2023	01/2023	UTILITIE	312007000	\$72.21	Tenant's Dominion Bill paid by NNRHA.
C-657112	152378	Past	05/19/2023	05/2023	DAMAGE	312003000	\$85.08	WO#34762 CLEAN REFRIGERATOR;CLEAN RANGE;DRIP PANS
C-657113	152378	Past	05/19/2023	05/2023	DAMAGE	312003000	\$21.30	WO#34763 LOCK CHANGE

Total For t2054137 \$1,003.24

C-647526	152376	Past	02/21/2023	02/2023	RENT	311100000	\$27.00	RENT Adj AR, 01/01/2023 to 01/25/2023
C-657111	152376	Past	05/19/2023	05/2023	DAMAGE	312003000	\$21.30	WO#34755 LOCK CHANGE

Total For t2055975 \$48.30

C-655601	101742	Past	05/04/2023	05/2023	UTILIREC	311201000	\$88.50	Util Recovery IC, 03/01/2023 to 04/30/2023
C-658768	101742	Past	06/09/2023	06/2023	DAMAGE	312003000	\$201.94	WO#34369 drip pans;prep walls;refrigerator cleaning;range cleaning

Total For t2054234 \$290.44

C-655683	101801	Past	05/01/2023	05/2023	RENT	311100000	\$65.00	RENT 5/1/2023 to 5/31/2023
C-656662	101801	Past	06/01/2023	06/2023	RENT	311100000	\$303.00	RENT 6/1/2023 to 6/30/2023
C-659111	101801	Past	07/01/2023	07/2023	RENT	311100000	\$303.00	RENT 7/1/2023 to 7/31/2023
C-664075	101801	Past	08/01/2023	08/2023	RENT	311100000	\$303.00	RENT 8/1/2023 to 8/31/2023
C-666496	101801	Past	09/01/2023	09/2023	RENT	311100000	\$303.00	RENT 9/1/2023 to 9/30/2023
C-667770	101801	Past	09/29/2023	09/2023	DAMAGE	312003000	\$138.58	WO#39141 drip pans;refrigerator cleaning;range cleaning
C-669061	101801	Past	10/03/2023	10/2023	RENT	311100000	\$293.00	RENT Adj AR, 08/01/2023 to 08/30/2023

Total For t2054168 \$1,708.58

C-656678	101811	Past	06/01/2023	06/2023	RENT	311100000	\$59.55	RENT 6/1/2023 to 6/30/2023
C-658769	101811	Past	06/09/2023	06/2023	DAMAGE	312003000	\$744.70	WO#35793 drip pans;prep walls;refrigerator cleaning;range cleaning;clean out unit;blinds
C-658772	101811	Past	06/09/2023	06/2023	DAMAGE	312003000	\$744.70	WO#36934 drip pans;prep walls;cleaned unit;range cleaning;refrigerator cleaning;blinds
C-659133	101811	Past	06/14/2023	06/2023	RENT	311100000	\$10.00	RENT Adj AR, 05/01/2023 to 05/02/2023

Total For t2054141 \$1,558.95

C-659227	152368	Past	06/14/2023	06/2023	RENT	311100000	\$30.00	RENT Adj AR, 04/01/2023 to 04/18/2023
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Total For t2054220 \$30.00

C-662141	152386	Past	07/14/2023	07/2023	DAMAGE	312003000	\$633.69	WO#36355 TRASH OUT;DRIP PANS;CLEAN RANGE;CLEAN REFRIGERATOR;WALL
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Total For \$633.69

<u>Property Code</u>	<u>Charge Type</u>	<u>SubTotal</u>
ovstrbrt	DAMAGE	8,350.18
	RENT	44,631.17
	UTILIREC	250.50
	UTILITIE	992.03
	ovstrbrt	54,223.88
	Grand Total	54,223.88

**Spratley House Development Corporation
Board of Directors Meeting
January 16, 2024**

227-27th Street
Newport News, VA 23607

Agenda

1. Roll call
2. Approval of Minutes of January 17, 2023
3. Election of Chairman and Vice Chairman
4. Affirm appointment of President, Secretary and Treasurer
5. New Business
 - a. Consider Resolution approving Tenants' Accounts Receivable Charge-off, twelve months, ending September 30, 2023
6. Any other business to come before the Board
7. Adjourn

**Minutes of a Meeting of the
Spratley House Development Corporation
January 17, 2023**

Having duly given public notice, the Board of Directors of the Spratley House Development Corporation met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 9:41 a.m. on Tuesday, January 17, 2023.

Roll Call

The meeting was called to order by Chairman Penrose and those present were as follows:

Directors Present: Kenneth Penrose
 Lisa Wallace-Davis
 William Black – via Zoom
 George Knight
 Lou Call
 Barbara Holley

Also present: Raymond H. Suttle, Jr. – from NNRHA Board Room
 Kaufman & Canoles, P.C.

 Karen R. Wilds
 Executive Director

 Lysandra Shaw
 Deputy Executive Director

 Carl V. Williamson
 Director of Housing

 Valarie Ellis, Director
 Administrative Services

 Lisa Dessoify, Director
 Finance

 David Staley, Director
 Community Development

 Teresa Bennett
 Executive Assistant

 Justin Orié – from NNRHA Board Room
 NNRHA IT Department

 Tricia Wilson – via Zoom
 City of Newport News, Department of Development

 Jamesa Parker
 Legal Aid

**Approve Minutes of
January 18, 2022
Meeting**

Director Davis made a motion to approve the minutes of the January 18, 2022 meeting. The motion was seconded by Director Knight and passed with a unanimous vote.

**Election of Chairman
and Vice Chairman**

Director Knight made a motion to elect Mr. Penrose to the position of Chairman and Dr. Wallace-Davis to the position of Vice Chairman. The motion was seconded by Director Holley and passed with a unanimous vote.

**Affirm Appointment of
President, Secretary and
Treasurer**

Director Davis made a motion to affirm the appointment of Karen Wilds as President, Secretary and Treasurer. The motion was seconded by Director Knight and passed with a unanimous vote.

**A Resolution of the
Board of Directors
authorizing the Charge
Off of Tenants'
Accounts Receivable**

Ms. Wilds reported as of September 30, 2022, there are two accounts recommended for charge-off action with a total dollar value of \$212.00. This represents .15% of Spratley House net rental revenue.

Director Davis made a motion to approve the resolution. Director Knight seconded the motion which passed with a unanimous vote. The resolution is attached to and made a part of these minutes.

**Update on Spratley
House Development
Corporation**

Ms. Wilds reported that on December 31, 2021 the property had a balance of \$6,280 in replacement reserves and an occupancy rate of 98%. This is our most recent Rental Assistance Demonstration conversion.

**Minutes of a Meeting of the
Spratley House Development Corporation
January 17, 2023**

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:44 a.m.

President


5a

SPRATELY HOUSE DEVELOPMENT CORPORATION

MEMORANDUM

DATE: January 8, 2024

TO: Board of Directors,
Spratley House Development Corporation

FROM: Karen R. Wilds, President 

SUBJECT: Tenants' Accounts Receivable Charge-off, Twelve Months,
Ending September 30, 2023

The attached listing of proposed charge-offs of Tenants' Accounts Receivable is presented for your review and approval.

There are two accounts recommended for charge-off action with a total dollar value of \$2,078. This represents 1.3% of Spratley House Apartments net rental revenue. We budget 2% for bad debt at Spratley House Apartments.

Last year, we charged off \$212.00 (two accounts).

Adoption of the attached resolution authorizing the charge-off in the total amount of \$2,078 for the twelve-month period ending September 30, 2023 is recommended.

KRW/LKD

Attachments

**A RESOLUTION OF THE
SPRATLEY HOUSE DEVELOPMENT CORPORATION
AUTHORIZING CHARGE OFF OF TENANTS'
ACCOUNTS RECEIVABLE**

WHEREAS, there has been presented to the Board of Directors of the Spratley House DEVELOPMENT CORPORATION and attached hereto a listing of Charge Off for Tenants' Accounts Receivable for the twelve months ending September 30, 2023 for Spratley House Apartments; and

WHEREAS, it is in the best interest of the Authority to pursue collection of said accounts:

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Spratley House DEVELOPMENT CORPORATION that the President be authorized to grant approval for the total charge-off of \$2,078.00 of tenant accounts receivable for the above stated property.

Tenant Unpaid Charges

Property=sha-rad
 Status = Past

Property Code	Control Number	Unit Code	Tenant Status	Date Occurred	Period	Charge Type	Account Number	Current Remark Owed
sha-rad t2056915	C-660334	212540	Past	06/21/2023	06/2023	RENT	311100000	\$234.00 RENT Adj MI, 05/01/2023 to 05/30/2023
	C-637568	212540	Past	11/01/2022	11/2022	RENT	311100000	\$58.00 RENT 11/1/2022 to 11/30/2022
	C-637666	212540	Past	12/01/2022	12/2022	RENT	311100000	\$242.00 RENT 12/1/2022 to 12/31/2022
	C-642363	212540	Past	01/01/2023	01/2023	RENT	311100000	\$242.00 RENT 1/1/2023 to 1/31/2023
	C-642459	212540	Past	02/01/2023	02/2023	RENT	311100000	\$242.00 RENT 2/1/2023 to 2/28/2023
	C-646443	212540	Past	03/01/2023	03/2023	RENT	311100000	\$242.00 RENT 3/1/2023 to 3/31/2023
	C-650112	212540	Past	04/01/2023	04/2023	RENT	311100000	\$242.00 RENT 4/1/2023 to 4/30/2023
	C-653660	212540	Past	05/01/2023	05/2023	RENT	311100000	\$242.00 RENT 5/1/2023 to 5/31/2023
	C-656085	212540	Past	06/01/2023	06/2023	RENT	311100000	\$242.00 RENT 6/1/2023 to 6/30/2023
Total For								\$1,986.00
sha-rad t2056805	C-664517	212508	Past	08/14/2023	08/2023	RENT	311100000	\$92.00 RENT Adj MI, 02/01/2023 to 02/23/2023
Total For								\$92.00

Property Code	Charge Type	SubTotal
sha-rad	RENT	2,078.00
	sha-rad	2,078.00
	Grand Total	2,078.00